

Apology for missing deadline

Subject: Apology for Missing Project Deadline

Dear [Recipient's Name],

I sincerely apologize for not meeting the deadline for [project/task name]. I understand the importance of timely delivery and acknowledge that my delay has impacted the workflow and team schedule.

I take full responsibility for the oversight. I have already created a revised plan to complete the pending tasks as soon as possible and prevent this from recurring. Thank you for your patience and understanding.

Sincerely,

[Your Name]

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