

(Mention the name of the sender)

(The designation of the sender)

(Contact address)

(The name of the company)

(Date)

To,

(Name of the Recipient)

(Designation of the recipient)

(Address of the Recipient)

(Contact Information of the Recipient)

Sub: Letter to Apologize for Delay

Dear (Name of the Recipient),

I want to express my deepest apology for the delay of **(mention the details)** on behalf of my **(company mention the name and the details of the company)**. The reason for this unfortunate event was **(mention the cause of the incident in detail)**. For this reason, I could not calculate the time accurately and the delay happened as a result.

In the future, I will exercise better professionalism to ensure my punctuality. I can assure you that this mistake will not repeat again in the future. I have included all the details of this problematic incident with this letter of apology.

I will really be indebted to you and your entire institution **(mention details)** if you consider my problem and unfortunate situation, which is the actual reason for this delay regarding the matter of **(mention details)**. I hope you will give me and my entire department **(mention the details)** another chance to prove our hard work and dedication in the future.

I will not hesitate to pay the penalty amount for this mistake of mine if any. If you have any other queries regarding this matter, you are welcome to contact me at any time through (**mention contact address**). Hope you will consider my earnest request and oblige me.

Thank you for your patronage and support like always,

With regards,

(Hand-written Signature)

(Date)

(Notary or witness if required)