Apology email for late submission of work

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

Subject: Delay in submitting [Report / Task Name]

Dear [Manager's Name],

I am writing about the [Report / Task Name] that was due on [Due Date]. I did not submit it on time, and I am sorry for the delay.

The delay occurred because [brief honest reason, for example, I underestimated the time needed to reconcile the data from the two sources]. I should have told you earlier that I was running behind, and I will do so in future.

I will send the completed [Report / Task Name] by [New Date and Time]. In the meantime, I am sharing the part that is complete so that you can see the current progress.

To prevent this from happening again, I will set an internal deadline two days before each due date and flag any risk to you as soon as I see it.

Thank you for your patience, and apologies for the inconvenience.

Regards,
[Your Name]