Letter of Apology

**Subject:** Sincere Apology for Late Submit Document

Dear ABC Sir,

I am writing to extend my sincere apologies for the delay in submitting the Document. I understand the inconvenience this may have caused and take full responsibility for the oversight.

Please rest assured that I am taking immediate steps to ensure such an incident does not recur. I appreciate your patience and understanding.

Kind regards,  
Himani Patel