**Manisha Kumawat**  
**Data Analytics**  
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**Morwal fabrics pvt ltd ploy no 106**   
**Daman Gujrat 396210**  
[**Manishaakumawat16@gmail.com**](mailto:Manishaakumawat16@gmail.com)

**Date:** 24/07/2025

**To**  
**Rakesh sharma**  
**[Client's Designation]**  
**MB laminators**

**Ringanwada,dadra and nagar haveli and**

**daman and diu 396215**

**Subject: Apology for Delay in Data Analytics Project Delivery**

Dear

I am writing to offer my sincere apologies for the delay in the completion and delivery of the data analytics work related to [mention the project or report name, if any]. We recognize the importance of this project to your business operations, and we deeply regret any inconvenience this delay may have caused.

The delay was due to unforeseen technical issues, data inconsistencies, or internal resource constraints and we fully accept responsibility for the impact on your timelines.

Please be assured that we are taking all necessary steps to resolve the issue and ensure that the work is delivered by **28/07/25**. We are also reviewing our internal processes to avoid similar delays in the future.

We value your trust and continued partnership. Once again, please accept our deepest apologies, and do not hesitate to contact me directly should you require any further clarification or assistance.

Thank you for your patience and understanding.

Yours sincerely,  
**Manisha kumawat**  
**Data Analytics**  
**Morwal Fabric**