



Shantanu Makvana <shanmak1673@gmail.com>

Apology for Missing Deadline

Shantanu Makvana <shanmak1673@gmail.com>
Draft To: priya.verma@abcsolutions.com

Thu, Mar 13, 2025 at 11:16 AM

Dear Ms. Priya Verma,

I sincerely apologize for not submitting the quarterly report by the agreed deadline of March 10th. I take full responsibility for this delay and regret any inconvenience it may have caused.

I have now completed the report and attached it for your review. I assure you that I have taken steps to manage my time more effectively to prevent this from happening again.

Thank you for your understanding. Please let me know if you require any additional information.

Best regards,
Shantanu Makavana