

2. Letter of Apology

From: dimplerangee123@gmail.com

To: projecthead@company.com

Subject: Apology for Missed Deadline on Client Report

Dear Project Head,

I am writing to extend my sincere apologies for the delay in submitting the client report that was due last Friday. Due to unforeseen technical issues and miscommunication within our team, we were unable to deliver on time.

I completely understand the importance of meeting deadlines and the impact this may have had on our credibility. We are currently taking steps to ensure this does not happen again in future projects.

Thanks and Regards,
Dimple Rangee.