

Letter of Apology

Subject: Apology for the Delay in Delivering Project Deliverables for Project Phoenix

Dear Mr. Verma,

I hope this message finds you well. I am writing to sincerely apologize for the delay in delivering the required documents for **Project Phoenix**, which was due on **October 10, 2024**. Due to unforeseen circumstances, we were unable to meet the agreed timeline, and I fully acknowledge the inconvenience this may have caused.

Please rest assured that our team at TechVista Solutions is working diligently to complete the task, and we expect to have everything ready by **October 30, 2024**. I will keep you updated on the progress and am available for any further discussions or concerns you may have.

Once again, I apologize for any disruption and appreciate your understanding.

Best regards,

Khushi Vaghela

Senior Project Coordinator

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