

Dear Mr. John

I hope this message finds you well.

I am writing to sincerely apologize for missing the deadline for the **Client Dashboard** project, which was due on 01-10-2025. I understand how critical this project is to our team, and I deeply regret any inconvenience caused by the delay.

Unfortunately, I was unwell over the past few days, which affected my ability to work at full capacity and meet the deadline. While I tried to manage my task as best as I could, health prevented me from completing the project on time, I now realize I should have communicated my situation more proactively.

I am currently recovering and have resumed work on the remaining parts of the project. I have outlined a clear action plan to complete the pending backend integration and UI testing, and I am deliver the final build by 10-10-2025.

I truly appreciated your understanding and support during this time. I take full responsibility and I am committed to regaining momentum and ensuring this doesn't affect future deliverables.

Thank you once again for your patience.

Rohan Solanki