[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

Please accept my apologies for being late in submitting the project. I was intended to submit my work on last Monday. However, due to some emergency, I could not do so. My mother was not feeling well, and I had to take her to other city for medication.

I promise that this will never happen again. Please accept my apologies for showing unintentional tardiness. I look forward to your consideration.

Sincerely,

[Your Name]

[Title]

Enclosure