[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]:

I am regretted submitting the project [PROJECT NAME] late. The project was due to submit on November 23rd however it is November 28 today and I apologize for the tardiness caused because of me.

I had an unexpected family event that consumes most of my time and I couldn't focus on the project. The nature of the event was such that I couldn't avoid the participation. I hope you will understand my situation.

I assure you to complete the project in one day's time and will submit it to the [DEPARTMENT] on November 30 at earliest.

Sincerely,

[Your Name]

[Title]

Enclosure