To: Recipient Name

From: Your Name

CC: CC Name

This email is to explain the reason for late submission of the project I was assigned the last week. I was enthusiastic for this project as I knew its utmost importance. But suddenly, I got the news of my grandfather’s impulsive death which left me in a state of shock and I instantly had to rush there to attend his funeral ceremony. All the same I understand the difficult situation I put you in due to my poor management regarding personal and professional life.

It was totally my fault and I am ready to compensate it if a way is out there for that. I promise you that it will never happen again no matter how much a difficult situation in I am. I will always keep a way out to prove myself professional and responsible. I am extremely sorry for the inconvenience caused by this act of mine, but it was never intentional.

With thanks