Date

To

Recipient Name

Title

Dear Recipient Name:

This is a warning letter for missing the deadline which was three days ago. Following deadlines is very critical for the department. Once the report is submitted, other departments must update the report and add their own working. Not submitting the report means a delay for every department.

The report is reviewed before it is handed over to the senior management. Review and quality assurance is a lengthy process which can take days. Amendments can also be needed in the report. Following professional ethics, the delay in report submission should have been brought into my knowledge. Please make sure to avoid such situations in the future and report any reasons for the delay to ensure any uncertain factors can be catered moving forward.

Sincerely,

Your Name

Company Name