Your Name

Title

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

I apologize for the late submission of reports which were to be submitted on [date]. I have been a hardworking and vigilant employee and it’s very rare that you have complaints associated with me. The reason behind this misfortune was a family urgency; my grandmother is very old, and she happened to fall from the stairs and broke many bones.

On hearing the bad news, I could not resist myself and rushed to see her instantly. She is still in ICU in a very bad condition. Someone had to stay in the hospital and I was given that responsibility. I know that the submission of reports on given time is mandatory and I am extremely sorry for that.

I assure you this practice won’t happen again as I will complete all my projects before the deadlines draw near. I have also enclosed the reports of my grandmother mentioning the gravity of her situation and the date she was taken to the hospital to strengthen my point.

Your Name