Date

To:

Name of the manager,

Name of the company

**Subject: Letter of regret for late submission**

Respected Sir,

I am writing this letter to express my regret for being late in submitting the project report. I know I was given a reasonable amount of time for completing this report and it is my responsibility to submit the work within the deadline. However, there was some problem in data collection that led to the late submission of the report.

I know that the late submission of a report might have caused you inconvenience as you also had to work on it. I respect your time and my commitment to you to submit the work in time. In addition, I had no intention to submit my work after the deadline.

Please accept my sincere apologies. I promise that you will never see any late submission from my side ever again. I hope that you will forgive me for this mistake as it happened first time to me

Regards,

Name of the employee,

Signatures of the employee

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