To

[The Recipient Name]  
[Address]

Date:

**Subject: Apology for missing the deadline on [X]**

Respected sir,

I am writing this letter to apologize for missing out on the deadline for submitting the project to the company. I take full responsibility for my mistake as I know that my calculations of time left for completing the project went wrong. I did not know that the deadline will draw closer too soon and my work will not be completed by then.

I was giving my undivided attention to my project as I wanted to give my best in addition to submitting the project on time. I am attaching the file of the project also with this letter so that you can see that my project was making rapid progress.

I never wanted to miss the deadline as I have always been very passionate and conscious about submitting my work on time. However, this time I made a mistake, and I completely embraced it. Please accept my apology this time as I assure you that this will not happen again.

It is my humble request to you to please extend the deadline by a week so that I can complete the project and submit it to you. I hope that you will understand my situation and give me another chance to correct my situation. I hope to get a quick response from your side.

[Your Name]

[Address]  
[Address Line -2]