

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Apologize for a Missed Deadline

Dear :

I am immensely sorry for missing the deadline for { }. I was unaware that the date was approaching and due to the increase of work and duties the date slipped my mind. Please excuse my mistake; I assure you that this will not happen again.

Sincerely,

N A M E