

Missed Deadline Apology Letter

This package contains:

1. Instructions & Checklist for a Missed Deadline Apology Letter
2. Missed Deadline Apology Letter

Instructions & Checklist for Missed Deadline Apology Letter

- ☐ This package contains (1) Instructions & Checklist for Missed Deadline Apology Letter; and (2) Missed Deadline Apology Letter;
- ☐ This form is designed to assist you in drafting a letter for when you need to apologize for missing a deadline.
- ☐ Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- ☐ Be sure to sign the letter and to make a copy before sending it out.
- ☐ Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- ☐ These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- ☐ The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I sincerely apologize for missing the scheduled deadline for [Insert Overdue Item/Project].

While the delay is the result of events outside my control, I truly regret that I have been unable to meet our previously agreed upon deadline. I realize that by missing this deadline, I have inconvenienced you and interrupted your plans. Please be assured that I will have the [Insert Overdue Item/Project] to you as quickly as possible.

Again, I sincerely apologize for the delay, and I appreciate your understanding in this matter.

Sincerely,

[Your Name]