

Dear [Manager's Name], I am writing to apologize for the delay in delivering the research report for your company. I am working diligently to complete the report as soon as possible and will ensure that it is delivered to you at the earliest. I understand that this report is important to your company, and I assure you that I will do everything in my power to ensure that it is delivered to you in a timely manner. I had to travel out of town and was unable to work on the report during that time.