Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Professor's Name
Course Title
University Name
University Address

Dear Professor [Last Name],

I hope this message finds you well. I am writing to formally appeal the late submission penalty imposed on my recent assignment for [Course Name], which was due on [Due Date].

Unfortunately, I encountered unforeseen circumstances that affected my ability to submit the assignment on time, specifically [briefly explain the circumstance, e.g., illness, family emergency]. I understand the importance of adhering to deadlines, and I take full responsibility for my submissions. However, I kindly ask you to consider my situation and review the penalty applied.

I am committed to my studies and value the opportunity to learn in your class. I have attached relevant documentation to substantiate my appeal, and I would greatly appreciate your consideration of this matter.

Thank you for your time and understanding. I look forward to your response.

Sincerely,
[Your Name]
[Your Student ID]