

Term Paper Late Submission Penalty Notice

Date: [Insert Date]

To: [Student's Name]

Course: [Course Name]

Instructor: [Instructor's Name]

Dear [Student's Name],

This is to inform you that your term paper titled "[Title of the Paper]" was submitted past the designated deadline of [Insert Deadline Date]. As a result, a penalty has been applied as per the course syllabus.

The penalty for late submission is as follows:

- [Insert details of penalty, e.g., deduction of points, percentage reduction, etc.]

We understand that unforeseen circumstances can sometimes arise, and we encourage you to communicate any issues in the future. Please feel free to reach out if you have any questions or concerns regarding this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]