

Date: [Insert Date]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to sincerely apologize for not submitting my homework on [insert due date]. I understand that my negligence may have caused inconvenience, and I take full responsibility for my actions.

Unfortunately, [briefly explain the reason for the negligence, if appropriate], which affected my ability to complete the assignment on time. I realize that this is not an excuse, and I assure you that I am taking steps to ensure this does not happen again in the future.

I value your class and the effort you put into teaching us. I appreciate your understanding and patience regarding this matter. I am committed to making up for my oversight and will work on [mention any plans to improve, such as managing time better or seeking help].

Thank you for your understanding, and I hope to earn back your trust moving forward.

Sincerely,
[Your Name]
[Your Class/Grade]