

Dear Professor [Last Name],

I hope this message finds you well. I am writing to sincerely apologize for being unprepared for class on [specific date]. I value your teachings and the time you invest in our education.

Unfortunately, due to [brief explanation of circumstances], I was unable to complete the necessary preparations. I understand that this may have disrupted the flow of the class, and I take full responsibility for my lack of readiness.

I assure you that I am committed to improving my preparation for future classes and will prioritize my responsibilities going forward. Thank you for your understanding, and I appreciate your guidance.

Sincerely,  
[Your Name]  
[Your Student ID]  
[Your Course Name]