

Dear Professor [Last Name],

I hope this message finds you well. I am writing to sincerely apologize for missing the deadlines for [specific assignments or projects] in your class, [Course Name]. I understand the importance of timely submissions and the impact it has on both your planning and the grading process.

Unfortunately, due to [brief explanation of circumstances, e.g., personal issues, health problems], I was unable to complete the work on time. I take full responsibility for this and regret any inconvenience my actions may have caused you.

I am committed to making up for this lapse by [mention how you plan to catch up, e.g., completing the assignments, seeking help, etc.]. I truly value the opportunity to learn from you and participate in your class, and I hope to regain your trust.

Thank you for your understanding, and I appreciate your consideration of my situation. I look forward to your guidance on how I can best proceed.

Sincerely,
[Your Full Name]
[Your Student ID]
[Your Email Address]