

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not submitting the [specific assignment name] by the deadline on [due date].

Unfortunately, due to [brief explanation of reason, e.g., unforeseen circumstances], I was unable to complete the assignment on time. I understand the importance of adhering to deadlines and I regret any inconvenience this may have caused.

To rectify this situation, I have already taken steps to complete the assignment and will submit it by [new proposed submission date]. I appreciate your understanding and patience regarding this matter.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]