

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally apologize for my delayed submission of the [name of assignment] due on [due date]. I understand the importance of adhering to deadlines and I take full responsibility for my oversight.

Unfortunately, [brief explanation of the reason for the delay, e.g., unforeseen circumstances, personal issues, etc.]. I assure you that I have taken the necessary steps to address this issue and am working to ensure it does not happen again.

I have attached the completed assignment for your review and would be grateful for any feedback you may have. Thank you for your understanding and patience regarding this matter.

Sincerely,

[Your Name]

[Your Student ID]

[Your Course Name]

[Your Contact Information]