

# Formal Apology Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my recent delay in submitting the [Name of Assignment] due on [Due Date]. I understand the importance of meeting deadlines and the implications of my tardiness.

The delay was due to [briefly explain reason if appropriate, e.g., unforeseen circumstances, personal issues, etc.], and I take full responsibility for not managing my time effectively. I recognize that this may have caused inconvenience, and I am truly sorry for any disruption this may have caused.

Please rest assured that I am currently finalizing the assignment and will submit it by [new submission date]. I appreciate your understanding and patience in this matter.

Thank you for considering my apology. I am committed to ensuring that this does not happen again in the future.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]