

Subject: Apology for Late Submission of Assignment

Dear [Instructor's Name],

I hope this message finds you well. I am writing to express my sincere regret for not submitting the [Assignment Name] by the deadline of [Due Date].

Unfortunately, [explain the reason briefly, e.g., unforeseen personal circumstances, illness, etc.], which hindered my ability to complete the assignment on time. I take full responsibility for my oversight and understand the importance of adhering to deadlines.

I appreciate your understanding and would like to request an extension, if possible. I am committed to ensuring that this does not happen again in the future. Thank you for considering my request.

Sincerely,
[Your Name]
[Your Class/Section]
[Your Contact Information]