

Apology for Delay in Assignment Submission

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in submitting my assignment titled "[Assignment Title]," which was due on [Due Date].

Unfortunately, due to [briefly explain reason for delay, e.g., unforeseen circumstances, personal issues, etc.], I was unable to complete the assignment on time. I understand the importance of meeting deadlines and regret any inconvenience this may have caused.

I assure you 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 your support.

Sincerely,

[Your Name]

[Your Course/Program]

[Your Contact Information]