

Letter of Explanation

Date: [Insert Date]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to explain the tardy submission of my [Name of Assignment] that was due on [Due Date].

Unfortunately, [brief explanation of the reason for the delay, e.g., unforeseen circumstances, personal issues, technical difficulties, etc.]. This situation prevented me from completing the assignment on time.

I understand the importance of deadlines and take full responsibility for not meeting this one. I have since completed the assignment and am attaching it for your review.

Thank you for your understanding. I appreciate your consideration of my situation and hope to maintain your support moving forward.

Sincerely,

[Your Name]

[Your Class/Section]

[Your Contact Information]