

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Teacher's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

## **Subject: Explanation for Missing Assignment**

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you about my recent inability to submit the [name of assignment] that was due on [due date]. Unfortunately, I faced unforeseen circumstances that hindered my ability to complete the assignment on time.

Specifically, I encountered a lack of resources that were necessary for me to complete the assignment effectively. [Briefly explain the lack of resources, e.g., limited access to technology, insufficient materials, etc.]. Despite my efforts to seek alternatives, I was unable to find a solution in the time required to complete the work.

I am committed to my studies and take my assignments very seriously. I kindly request your understanding in this matter and would appreciate any guidance on how I might make up for the missed assignment. If permitted, I am willing to accept any applicable penalties or alternative assignments.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID or Class Information]