

Subject: Explanation for Missing Assignment

Dear [Instructor's Name],

I hope this message finds you well. I am writing to explain my recent absence in submitting the [specific assignment name] due on [due date].

Due to scheduling conflicts with [briefly explain the reason, e.g., "work commitments" or "family obligations"], I was unable to complete the assignment on time. Despite my efforts to manage my time effectively, unforeseen circumstances made it difficult for me to meet the deadline.

I understand the importance of adhering to deadlines and take full responsibility for this situation. I would appreciate any guidance you can provide concerning how to proceed or potential options for submitting the assignment late.

Thank you for your understanding, and I apologize for any inconvenience this may have caused. I look forward to your response.

Sincerely,

[Your Name]

[Your Class/Section]

[Your Contact Information]