

# Subject: Explanation for Missing Assignment

Dear [Instructor's Name],

I hope this message finds you well. I am writing to explain the reason for my missing assignment for [Course Name] due on [Due Date]. Unfortunately, I encountered technical issues that prevented me from submitting my work on time.

On the day of the deadline, my computer experienced [specific issue, e.g., a system crash, internet outage, etc.], which hindered my ability to access the assignment portal and submit my work. I attempted to resolve the issue by [briefly describe actions taken, e.g., restarting the computer, contacting tech support, etc.], but was unable to do so in time.

I understand the importance of meeting deadlines and take full responsibility for not being able to submit my assignment as expected. I would greatly appreciate any guidance you could offer regarding the possibility of submitting my work late or any alternative arrangements that can be made.

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

Sincerely,  
[Your Name]  
[Your Student ID]  
[Your Contact Information]