

Date: [Insert Date]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to inform you of an unexpected personal circumstance that has affected my ability to submit [Assignment Name] on time, which was due on [Due Date].

Due to [briefly explain the circumstance, e.g., a family emergency, medical issue], I was unable to complete the assignment as planned. I understand the importance of timely submissions and regret any inconvenience my situation may have caused.

I kindly request your understanding and any potential options for submitting the assignment at a later date, should that be possible. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Course/Program]

[Your Contact Information]