

Dear [Instructor's Name],

I hope this message finds you well. I am writing to explain my recent inability to submit [Assignment Name] by the due date of [Due Date]. Unfortunately, I faced an unexpected increase in my workload due to [brief explanation of the circumstances, e.g., family obligations, unexpected work requirements, etc.].

This situation was unforeseen and has significantly impacted my time management. I understand the importance of meeting deadlines and am typically diligent about my assignments.

I kindly ask for your understanding in this matter and would appreciate any guidance on how I might be able to make up for this missed assignment. Thank you for your consideration.

Sincerely,
[Your Name]
[Your Class/Section]
[Your Contact Information]