

Letter of Appeal

Date: [Insert Date]

To,

[Instructor's Name]

[Course Name]

[Institution Name]

[Institution Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally appeal regarding the recent updates on the missing assignments for [Course Name].

Due to [brief explanation of circumstances causing the issue], I was unable to submit my assignments on time. I understand the importance of deadlines and take full responsibility for my situation.

I kindly request your understanding and consideration to allow me to submit my missing assignments or provide an alternative solution.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]