

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Professor's Name]
[Department]

[University Name]
[University Address]
[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to sincerely apologize for [briefly explain the issue, e.g., being late to class, missing a deadline, etc.].

I understand the importance of [explain why it matters, e.g., punctuality, meeting deadlines, etc.] and I regret any disruption this may have caused. [Optional: Briefly explain the reason for your actions, if appropriate].

I am committed to ensuring that this does not happen again. [Optional: Mention any steps you will take to improve, e.g., time management skills, better communication, etc.].

Thank you for your understanding and support. I greatly appreciate your guidance and continuing to foster a positive learning environment.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]