

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Instructor's Name]  
[Course Title]  
[School/University Name]  
[Address]  
[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally apologize for the late submission of my [specific assignment name, e.g., "research paper"] that was due on [due date].

Unfortunately, [brief explanation of the reason for the late submission, e.g., "I encountered unexpected personal issues that required my immediate attention"]. As a result, I was unable to complete the assignment on time despite my best efforts.

I understand the importance of adhering to deadlines, and I assure you that this is not a reflection of my commitment to the course. I have since [mention any actions taken to complete the assignment, e.g., "completed the paper and am attaching it with this letter"].

I appreciate your understanding and consideration regarding this matter. Thank you for your time, and I look forward to your response.

Sincerely,

[Your Name]  
[Your Student ID]