[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Instructor's Name]
[Course Name]
[University/School Name]
[University/School Address]
Dear [Instructor's Name],
I hope this message finds you well. I am writing to formally appeal the late submission of my [specific assignment name] for [Course Name], which was due on [due date].
Due to [briefly explain the reason for the late submission, e.g., unexpected illness, family emergency, etc.], I was unable to complete the assignment on time. I take my responsibilities seriously and understand the importance of adhering to deadlines. It was never my intention to submit my work late.
I have since completed the assignment and would greatly appreciate your consideration in accepting it despite the delay. I have worked diligently to ensure that it meets the standards expected for the course.
Thank you for considering my appeal. I sincerely apologize for any inconvenience this may have caused and appreciate your understanding.
Sincerely,
[Your Name]
[Student ID (if applicable)]