

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Advisor's Name]
[Department]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to formally request your understanding regarding the late submission of my [specific assignment or project title] that was due on [due date].

Due to [brief explanation of the reason for the late submission, e.g., personal circumstances, illness, etc.], I was unable to complete the assignment on time. I take my responsibilities seriously and am committed to maintaining my academic performance.

I have since completed the assignment and would like to know if it is possible to submit it for partial credit or any other considerations you might suggest. I appreciate your guidance and understanding in this matter.

Thank you for your time, and I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID]
[Your Program and Year]