

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

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally notify you that I will be submitting my assignment for [Assignment Title/Description] late due to [brief explanation of the reason, e.g., unforeseen circumstances, illness, etc.].

I understand the importance of timely submissions and sincerely apologize for any inconvenience this may cause. I am currently finalizing the assignment and will ensure that it is submitted by [new submission date]. Thank you for your understanding and support. If you have any further questions or need additional information, please feel free to reach out.

Sincerely,

[Your Name]
[Student ID (if applicable)]