

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

Dear [Instructor's Name],

I hope this message finds you well. I am writing to explain the circumstances surrounding the late submission of my essay for [Course Name], originally due on [Due Date].

Unfortunately, [briefly explain the reason for the late submission, e.g., unforeseen circumstances, illness, personal issues, etc.]. I understand the importance of meeting deadlines and I sincerely apologize for any inconvenience this may have caused.

I have since completed the essay and am attaching it to this message for your review. I appreciate your understanding regarding this matter and am committed to improving my time management in the future.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]