

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

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

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally apologize for not submitting my [specific assignment name] by the deadline of [deadline date].

[Brief explanation of the reason for the missed deadline, e.g., unforeseen circumstances, personal challenges, etc.]

I understand the importance of adhering to deadlines and take full responsibility for this oversight. I assure you that I am committed to my studies and will take necessary measures to ensure this does not happen again.

If possible, I would greatly appreciate your guidance on how to proceed regarding the late submission. Thank you for your understanding.

Sincerely,

[Your Name]
[Your Student ID]