

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Teacher's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you about the late submission of my [specific assignment name] that was due on [due date]. Unfortunately, I was unable to submit it on time due to [brief explanation of the reason, e.g., personal circumstances, illness, etc.].

I understand the importance of meeting deadlines and take full responsibility for this delay. I am currently finalizing the assignment and will ensure that it is submitted by [new submission date].

Thank you for your understanding and support. I appreciate your patience and guidance in this matter.

Sincerely,

[Your Name]  
[Your Class/Grade]