

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization/School Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally apologize for the late submission of [specific assignment/document] that was due on [due date]. Unfortunately, due to [brief explanation of the reason for the late submission, e.g., unforeseen circumstances, illness, personal issues], I was unable to complete it on time.

I understand the importance of adhering to deadlines and I take full responsibility for any inconvenience this may have caused. I have since completed the assignment and am attaching it for your review.

I appreciate your understanding and consideration regarding this matter. Thank you for your attention, and I assure you that I will make every effort to prevent any such occurrences in the future.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Class/Department, if applicable]