

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

Dear [Instructor's Name],

I hope this message finds you well. I am writing to sincerely apologize for the late submission of my [assignment name] due on [due date]. Unfortunately, [brief explanation of the reason for the delay, e.g., personal circumstances, illness, etc.]. I understand the importance of adhering to deadlines and I take full responsibility for not meeting this requirement.

I have attached the completed assignment to this email and I hope you will consider accepting it despite the delay. I appreciate your understanding and patience in this matter.

Thank you for your time, and I assure you that I will take steps to prevent this from happening in the future.

Sincerely,

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