

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

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally apologize for the late submission of my [assignment name] that was due on [due date].

Unfortunately, [brief explanation of the circumstances that led to the late submission, e.g., illness, personal issues, unexpected events]. I understand the importance of meeting deadlines and take full responsibility for this oversight.

I have since completed the assignment and have attached it to this email [or specify how you will submit it]. I kindly ask for your understanding and consideration regarding the late submission.

Thank you for your time and support. I appreciate your understanding and guidance.

Sincerely,

[Your Name]
[Your Class/Section]
[Your Contact Information]