

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the late submission of [specific assignment/project name] that was due on [original due date].

[Briefly explain the reason for the late submission. Be honest and concise. You may include any relevant circumstances that contributed to the delay.]

I understand the importance of adhering to deadlines and I take full responsibility for this oversight. I am committed to [mention any actions you have taken to prevent this from happening in the future, if applicable].

I kindly request your understanding and consideration in allowing me to submit [the assignment/project] for evaluation. I appreciate your time and consideration of my appeal and I am hopeful for a positive response. Thank you for your understanding.

Sincerely,

[Your Name]
[Your Student ID or Employee ID, if applicable]