

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Instructor's Name]
[Course Title]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request your understanding regarding the late submission of my coursework for [Course Title], which was due on [Original Due Date].

Due to [briefly explain reason for the delay, e.g., unforeseen circumstances, personal issues, illness], I was unable to submit my work by the deadline. I take my responsibilities seriously and always strive to meet deadlines, and I regret any inconvenience this may have caused. I am currently finalizing the coursework and aim to submit it by [Proposed New Submission Date]. I appreciate your understanding and support in this matter.

Thank you for considering my request. I look forward to your response.

Sincerely,

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