

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

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally apologize for the late submission of my lab report for [Lab Name/Title], which was due on [Due Date].

Due to [briefly explain reason for tardiness, e.g., unforeseen circumstances, illness, etc.], I was unable to complete the report by the deadline. I understand the importance of adhering to deadlines and take full responsibility for this oversight.

I have attached the completed lab report for your review. I appreciate your understanding in this matter and am willing to accept any penalties as per your policy on late submissions.

Thank you for your consideration.

Sincerely,  
[Your Name]  
[Student ID]