

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Instructor's Name]
[Course Title]
[Institution's Name]
[Institution's Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request acceptance of my late assignment for [Course Title], which was due on [Original Due Date].

Unfortunately, [brief explanation of the reason for the delay, e.g., personal issues, illness, etc.], which hindered my ability to submit the assignment on time. I have since completed the work and am attaching it for your review.

I understand the importance of deadlines and appreciate your consideration of my request. I am willing to accept any penalties you may impose for the late submission if necessary.

Thank you for your understanding. I look forward to your response.

Sincerely,

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