

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

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally submit my [assignment name] for [Course Title], which was due on [due date].

Unfortunately, I was unable to submit it on time due to [brief explanation of reason for lateness, e.g., illness, personal issues, etc.].

I have attached the completed assignment for your review. I understand that late submissions may incur penalties as per the syllabus guidelines, and I am willing to accept any consequences for this delay.

Thank you for your understanding. I appreciate your consideration and support.

Sincerely,

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