

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you that I was unable to submit the [specific assignment name] that was due on [due date]. Unfortunately, [brief explanation of the reason for missing the assignment, e.g., illness, personal issues, etc.].

I understand the importance of meeting deadlines and take my responsibilities seriously. I am committed to completing the assignment and would appreciate any guidance on how I can make up for it.

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

Sincerely,

[Your Name]
[Your Grade/Class]