

Apology Letter for Failing to Submit Assignment on Time

Date: [Insert Date]

Dear [Instructor's Name],

I am writing to sincerely apologize for failing to submit my assignment for [Course Name/Subject] on time. I understand that meeting deadlines is an important aspect of academic responsibility, and I regret any inconvenience my delay may have caused.

Unfortunately, [briefly explain the reason for the delay, e.g., "I was unwell and unable to complete my work on schedule," or "I encountered unexpected personal issues that affected my ability to meet the deadline."]. I acknowledge that this does not excuse my failure to submit the assignment as required, and I take full responsibility for not communicating with you sooner.

I am committed to maintaining high standards in my studies and being respectful of your expectations. Please let me know if it would be possible for me to submit the assignment late or if there are any steps I can take to make up for this oversight. I assure you that I am taking measures to prevent this from happening again in the future.

Once again, I apologize for any inconvenience my actions may have caused and thank you for your understanding.

Sincerely,

[Your Name]

[Student ID, if applicable]

[Course Name/Section]