

Date: [Insert Date]

To,
[Instructor's Name]
[Course Name/Code]
[Institution Name]

Subject: Apology for Late Submission of Assignment

Dear [Instructor's Name],

I am writing to sincerely apologize for the late submission of my assignment for [Assignment Title or Description] that was due on [Original Due Date]. Unfortunately, I was unable to submit the assignment on time due to an unexpected power outage in my area that lasted from [Start Time/Date] to [End Time/Date].

The power outage was entirely unforeseen and beyond my control, severely limiting my ability to access online resources and complete my work. I made every effort to finish the assignment on time, but the lack of electricity made this impossible. I understand the importance of adhering to deadlines and assure you that this delay was not due to negligence or poor time management.

I kindly request your understanding regarding this matter and ask for your leniency in accepting my late submission. Please be assured that I remain committed to meeting all future deadlines and will take extra precautions to avoid such situations in the future.

Thank you for your time and consideration. I sincerely hope for your understanding and support.

Yours sincerely,
[Your Full Name]
[Your Student ID/ Roll Number]