

# Formal Apology Letter for Missing Assignment Deadline

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Institution/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for not submitting my assignment, **[Assignment Name/Title]**, by the designated deadline of **[Deadline Date]**. I recognize the importance of adhering to set timelines, and I regret any inconvenience my delay may have caused.

The reason for my late submission was *[briefly state the reason, e.g., unforeseen personal circumstances, illness, etc.]*. I understand that it is my responsibility to manage my time effectively, and I take full accountability for not meeting the deadline.

I have since completed the assignment and have attached it for your review. I assure you that I am taking steps to better organize my schedule and prevent similar situations in the future.

I value your understanding and appreciate your consideration regarding this matter. Please let me know if there are any additional actions I should take or if there are consequences I must address due to the late submission.

Thank you for your attention to this matter.  
Sincerely,  
[Your Name]