

Sample Apology Letter for Late Submission of Assignment (With Genuine Excuse)

[Your Name]

[Your Class/Section/ID]

[Date]

[Instructor's Name]

[Course Name]

[Institution Name]

Dear [Instructor's Name],

I am writing to sincerely apologize for submitting my assignment for [Assignment Name/Title] after the due date of [Original Due Date]. I deeply regret the delay and understand the importance of adhering to set deadlines in maintaining the flow and standards of the course.

Unfortunately, the delay was caused by [briefly explain your genuine reason, e.g., a sudden illness, a family emergency, or unforeseen personal circumstances]. Despite my best efforts to manage my time and responsibilities, these unexpected events hindered my ability to complete the assignment on schedule.

I take full responsibility for not informing you sooner and for the inconvenience this may have caused. I assure you that I am committed to my academic responsibilities and have already taken steps to ensure that a situation like this does not happen again in the future.

I respectfully request your understanding and kindly ask if you would consider accepting my late submission. I am willing to accept any penalties for the late work, as I value fairness and the standards of the course.

Thank you very much for your time and consideration.

Sincerely,

[Your Name]