

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 Subject], which was due on [Original Due Date]. I regret to inform you that the delay was caused by a misunderstanding regarding the deadline. I mistakenly noted the due date as [Mistaken Date] instead of the actual deadline.

I take full responsibility for this error and am truly sorry for any inconvenience it may have caused. I understand the importance of adhering to deadlines and the impact that late submissions can have on your workflow as well as on my academic record.

Please accept my sincere apologies for this oversight. I have already submitted the completed assignment and assure you that I am taking active steps to avoid similar mistakes in the future by double-checking all deadlines and setting reminders.

I kindly request your understanding in this matter and hope that you will consider accepting my assignment despite the delay. I appreciate your time and consideration, and I am committed to improving my communication and time management going forward.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Student ID]  
[Contact Information]