

Apology Letter for Missing Academic Deadline

Date: [Insert Date]

Dear [Instructor's Name],

I am writing to sincerely apologize for not submitting my [assignment/project name] for [course name] by the due date of [missed deadline]. I deeply regret any inconvenience this may have caused and take full responsibility for not meeting the deadline.

Unfortunately, [briefly explain the reason, e.g., "I encountered unforeseen personal difficulties"/"I was ill and unable to complete my work on time"/"I experienced technical problems that prevented timely submission"]. I understand the importance of adhering to deadlines and assure you that this was not due to negligence or lack of commitment to the course.

I am committed to maintaining high academic standards and have already taken steps to prevent similar issues in the future. I kindly request your understanding of my situation and ask if it would be possible to receive an extension or have my submission considered for partial credit. I am willing to provide any required documentation or further explanation if needed.

Thank you very much for your time and consideration. I value this course and your guidance greatly, and I hope to demonstrate my dedication moving forward.

Sincerely,

[Your Name]

[Your Student ID]

[Course Name and Section]