

Formal Apology Letter for Late Assignment Submission

[Your Name]
[Your Roll Number]
[Course Name & Code]
[Date]

To,
[Professor's Name]
[Department Name]
[College/University Name]

Subject: Apology for Late Submission of Assignment

Respected [Professor's Name],

I am writing to sincerely apologize for the late submission of my assignment for [Assignment Title/Number] in [Course Name & Code], which was due on [Original Due Date]. Unfortunately, I was unable to submit it on time due to [briefly state the reason, e.g., illness, personal emergency, technical issues, etc.].

I fully understand the importance of adhering to deadlines and I acknowledge that my delay may have caused inconvenience to you and disrupted the course schedule. I take full responsibility for this oversight and assure you that it was not intentional.

I have taken the necessary steps to ensure that this situation does not arise again in the future. I am committed to better planning and time management in order to meet all future deadlines.

I respectfully request that you kindly accept my assignment despite its late submission. I am sincerely sorry for any trouble this may have caused and I appreciate your understanding in this matter.

Thank you for your time and consideration.

Yours faithfully,
[Your Name]
[Contact Information]