

Date: [Insert Date]

To,  
[Instructor's Name]  
[Course Name/Code]  
[Department/University]

Subject: Apology for Late Submission of Assignment

Dear [Instructor's Name],

I am writing to sincerely apologize for not being able to submit my assignment for [Assignment Name/Title] by the designated deadline. Unfortunately, a sudden family emergency arose that required my immediate attention, making it impossible for me to focus on my academic responsibilities during that critical period.

I understand the importance of adhering to deadlines and I deeply regret any inconvenience this delay may have caused. I assure you that the circumstances were unforeseen and entirely beyond my control. The assignment is significant to me, and I am committed to maintaining the quality of my work.

I kindly request your understanding and consideration regarding this matter. I have been working diligently to complete the assignment as soon as possible and plan to submit it by [proposed new submission date]. Please let me know if there are any penalties or additional steps I need to take to rectify this situation.

Thank you very much for your understanding and support during this difficult time. I am grateful for your consideration and assure you of my continued dedication to your course.

Sincerely,  
[Your Name]  
[Student ID/Class/Section]