

Apology Letter for Late Submission of Assignment Due to Illness

[Your Name]

[Your Student ID/Registration No.]

[Course Name/Code]

[Instructor's Name]

[Date]

Dear [Instructor's Name],

I would like to sincerely apologize for the late submission of my assignment for [Assignment Title/Description] due on [Original Due Date]. Unfortunately, I was unable to complete and submit the assignment on time due to an unexpected illness.

Over the past few days, I have been unwell with [briefly state the nature of your illness, e.g., a high fever, flu, etc.], which significantly affected my ability to concentrate and work effectively. Despite my best efforts and intention to meet the original deadline, my health situation made it extremely difficult to complete the assignment to the best of my ability.

I understand the importance of meeting deadlines and take full responsibility for this delay. I am committed to upholding my academic responsibilities and assure you that this situation was beyond my control. I have since recovered and have completed the assignment, which I am submitting along with this letter.

I kindly request your understanding and consideration in accepting my late submission. If possible, I would be grateful if you could grant an extension or allow my work to be graded despite the delay. I value your support and will make every effort to avoid such issues in the future.

Thank you very much for your time and consideration.

Sincerely,

[Your Name]