

Date: [Insert Date]

To,
[Supervisor's Name]
[Department/Faculty Name]
[University Name]

Subject: Apology for Late Submission of Thesis Due to Health Issues

Dear [Supervisor's Name],

I hope this letter finds you well. I am writing to sincerely apologize for the late submission of my thesis, titled "[Thesis Title]". Unfortunately, my ability to meet the original deadline was hindered by unexpected health problems that required my attention and extended recovery.

Over the past [duration], I have been experiencing [briefly describe illness or health issue, if comfortable], which significantly impacted my productivity and concentration. I sought medical care and prioritized my recovery as advised by my healthcare provider, but this inevitably led to delays in completing my research and writing tasks as scheduled.

I deeply regret any inconvenience this delay may have caused to you and the department. It was never my intention to disrupt the academic timelines or to cause additional work for anyone involved. Please accept my sincere apologies for not being able to inform you sooner or submit my thesis on time.

I assure you that I am fully committed to finalizing and submitting my thesis as soon as possible. I kindly request your understanding and consideration of my situation, and I am willing to provide any medical documentation necessary to support my case.

I appreciate your guidance and patience throughout this challenging period. Thank you for your understanding and continued support.

Yours sincerely,
[Your Name]
[Your Student ID]
[Program/Department]