

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Instructor's Name]
[Course Title/Code]
[Department Name]
[Institution Name]

Dear [Instructor's Name],

I am writing to sincerely apologize for the late submission of my assignment for [Assignment Name/Title] in [Course Title/Code], which was due on [Original Due Date]. Unfortunately, I was unable to submit the assignment on time due to unforeseen circumstances related to travel/relocation.

Recently, I had to travel/relocate unexpectedly due to [briefly explain reason-e.g., family reasons, personal matters, or logistical challenges]. The process was more demanding and time-consuming than I had anticipated, which disrupted my academic schedule and limited my access to necessary resources for completing the assignment.

I deeply regret any inconvenience this delay may have caused and assure you that it was not intentional. I understand the importance of adhering to deadlines and remain committed to fulfilling my academic responsibilities, regardless of any challenges that arise.

I kindly request your understanding and consideration regarding this late submission. I have attached/completed the assignment and am willing to take any additional steps if required. Thank you very much for your attention and patience.

Once again, I apologize for any disruption caused and appreciate your support.

Sincerely,
[Your Name]
[Student ID, if applicable]