

Apology Letter for Missed Assignment Deadline with Proposed Solution

Dear [Instructor's/Supervisor's Name],

I am writing to sincerely apologize for not submitting my assignment, **[Assignment Name or Topic]**, by the deadline of **[Due Date]**. I understand the importance of meeting deadlines and the inconvenience that late submissions can cause.

Unfortunately, I was unable to complete the assignment on time due to **[brief explanation, e.g., unforeseen personal circumstances, illness, or workload]**. I take full responsibility for not notifying you sooner and for my inability to adhere to the set timeline.

To rectify the situation, I have already made significant progress and am committed to submitting the completed assignment by **[Proposed New Date]**. Additionally, I am willing to accept any penalties for the late submission or fulfill any extra requirements, should you see fit.

I genuinely value the opportunity to learn from this assignment and assure you that I will manage my time more effectively to prevent such occurrences in the future. Thank you very much for your understanding and consideration of my request.

Sincerely,

[Your Name]

[Your Class/Section, if applicable]