

Date: [Insert Date]

To,  
[Instructor's Name]  
[Course Name/Code]  
[Institution Name]

Subject: Apology for Late Submission of Assignment

Dear [Instructor's Name],

I am writing to sincerely apologize for the late submission of my assignment for [Assignment Name/Number], which was due on [Due Date]. I understand the importance of meeting deadlines and respecting the academic schedules set for this course.

Unfortunately, I faced unforeseen circumstances due to my part-time job commitments that unexpectedly demanded additional hours during the past week. Despite my efforts to manage my time effectively and prioritize my academic responsibilities, I was unable to complete the assignment on time. I deeply regret any inconvenience this delay may have caused and take full responsibility for not communicating sooner.

I kindly request your understanding of my situation and seek your consideration for accepting my late submission, or if possible, granting me a short extension. I assure you that I am taking steps to better balance my work and academic obligations, and will strive to prevent such occurrences in the future.

Thank you very much for your time and understanding. I greatly appreciate your support and guidance.

Sincerely,  
[Your Name]  
[Your Student ID/ Roll Number]  
[Course Name/Code]