

Apology Letter for Submitting Assignment After Deadline

Dear [Professor's Name],

I am writing to sincerely apologize for submitting my [name of assignment] for [Course Name/Code] after the stated deadline of [original due date]. I deeply regret not being able to comply with the submission timeline and I take full responsibility for this oversight.

The delay was due to [briefly explain the reason, e.g., unexpected personal challenges, illness, technical issues, etc.], which hindered my ability to complete the assignment on time despite my best efforts. I understand the importance of adhering to deadlines and, moving forward, I will take extra measures to ensure this does not happen again.

I kindly ask for your understanding regarding this matter. Please let me know if there are any repercussions or steps I need to take to mitigate the impact of this late submission. I greatly appreciate your time and consideration.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID]

[Course Name/Code]

[Date]