

# Formal Apology Letter for Late Submission of Assignment

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

[Instructor's Name]  
[Instructor's Title or Department]  
[School/University Name]  
[Institute Address]  
[City, State, ZIP Code]

Dear [Instructor's Name],

I am writing to formally apologize for the late submission of my assignment titled "[Assignment Title]" for your [Course Name] class, which was originally due on [Due Date]. I understand the importance of adhering to deadlines and the inconvenience my delay may have caused.

The delay was a result of [briefly and honestly explain your reason, e.g., unforeseen personal circumstances, illness, workload, etc.]. I take full responsibility for not communicating my difficulties earlier and for failing to submit the assignment on time.

I greatly value your time and the standards you set for our class, and I assure you that I am taking steps to improve my time management to prevent this from occurring again. I have attached the completed assignment with this letter for your consideration.

I respectfully request you to accept my sincere apologies for this oversight. I appreciate your understanding and am hopeful that you will consider my situation sympathetically. Thank you for your attention, and please let me know if there is any further action required on my part.

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