

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 Title or Course Name], which was due on [Due Date]. Unfortunately, I encountered some unforeseen personal issues that significantly impacted my ability to complete the assignment on time.

I understand the importance of adhering to deadlines and regret any inconvenience this delay may have caused you. Please know that the circumstances were beyond my control, and I made every effort to complete the assignment as promptly as possible once the situation allowed.

I take full responsibility for the delay and assure you that I am taking steps to better manage unforeseen situations in the future to ensure my assignments are submitted on time. I greatly appreciate your understanding and consideration regarding this matter.

Thank you for your attention and understanding. Please feel free to let me know if any further information is required.

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