

Apology Letter for Late Submission of Assignment Due to Illness

Date: [Insert Date]

To,
[Instructor's Name]
[Course Title]
[Department Name/Institution Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to sincerely apologize for not submitting the [assignment name or title] for [course name] on time, which was due on [due date]. Unfortunately, I was unwell due to [briefly mention illness, e.g., a severe flu/fever], and this significantly impacted my ability to complete the assignment by the deadline.

I understand the importance of punctuality and responsibility in academic work, and I regret any inconvenience my delay may have caused. As soon as my health improves, I am committed to completing the assignment and submitting it as soon as possible. Please let me know if there is any possibility for an extension under these circumstances.

I have attached/provided a doctor's note for your reference, should you require verification of my illness.

I appreciate your understanding and consideration, and I assure you that I will take all necessary steps to catch up and prevent such delays in the future.

Thank you very much for your time and understanding.

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