

Subject: Apology for Late Submission

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not submitting my [assignment/report] on time. I regret any inconvenience this may have caused and assure you it was not my intention to overlook this responsibility.

Unfortunately, [brief reason for delay, e.g., unexpected personal commitments, health issues]. I understand the importance of adhering to deadlines, and I've taken steps to ensure this will not happen again in the future.

Thank you for your understanding and patience. I am truly grateful for any further guidance you can offer at this time.

Warm regards,

[Your Name]