

Subject: Apology for Late Submission

Dear [Professor's Name],

I hope this message finds you well. I am writing to sincerely apologize for the late submission of my [Assignment/Project Name], which was due on [Due Date]. I understand the importance of adhering to deadlines and regret any inconvenience my delay may have caused.

Due to [brief reason, e.g., unforeseen circumstances or personal challenges], I was unable to complete the assignment on time. I am taking steps to ensure that this situation is not repeated in the future.

Thank you for your understanding and patience. Please let me know if there are any penalties I should be aware of or if there is anything further I should do regarding this matter.

Sincerely,

[Your Name]

[Your Course Name]

[Your Contact Information]