

Subject: Apology for Late Submission

Dear Professor [Name],

I hope this message finds you well. I am writing to sincerely apologize for the late submission of my assignment for [Course Name]. Due to unforeseen circumstances, I was unable to meet the deadline.

I understand the importance of adhering to deadlines and assure you that this will not happen again. I am currently taking steps to manage my time more effectively to avoid such situations in the future.

Thank you for your understanding and patience. I appreciate your consideration and am willing to discuss any penalties that may apply.

Warm regards,

[Your Name]

[Your Contact Information]