Subject: Apology for Late Submission of Exercise

Dear DR ASANI,

I am writing to sincerely apologize for the late submission of my exercise. I understand the importance of meeting deadlines and the impact that tardiness can have on the overall effectiveness of the course.

I take full responsibility for my delay and want to assure you that this situation does not reflect my commitment to the course or my respect for the deadlines set forth. I acknowledge that timely submission is crucial for the smooth progress of the course and I deeply regret the inconvenience caused due to my oversight.

I have taken this incident as a lesson and will make sure to prioritize my responsibilities better in the future. I assure you that this will not happen again and I am fully dedicated to ensuring that my future submissions are prompt and reflective of my best efforts.

I truly appreciate your understanding and hope to regain your trust through my future actions. I am open to any necessary steps or adjustments to rectify this situation in a manner that aligns with your guidelines.

Thank you for your understanding and consideration regarding this matter. I appreciate the opportunity to learn from this experience and am committed to improving.

Sincerely,

FASINA EMMANUEL