

Request to Accept Late Submission

[Your Name]

[Your Student ID]

[Your Program/Major]

[Your Contact Information]

[Date]

[Professor's Name]

[Course Name and Section]

[University/Institution Name]

[Professor's Contact Information]

Subject: Request to Accept Late Submission for [Assignment/Project Name]

Dear Professor [Professor's Last Name],

I hope this letter finds you well. I am writing to respectfully request your consideration in accepting a late submission for the [Assignment/Project Name] that was due on [Due Date]. Unfortunately, due to unforeseen circumstances, I encountered difficulties that prevented me from submitting the assignment on time.

I take full responsibility for not meeting the deadline, and I understand the importance of adhering to course requirements. The [Assignment/Project Name] is an integral part of the course, and I am committed to completing it to the best of my ability.

I kindly request your understanding of my situation and your permission to submit the assignment with a slight delay. I assure you that I have been diligently working on it and am dedicated to delivering a quality piece of work that meets the academic standards of the course.

I am prepared to provide an explanation for the delay, if needed, and to adhere to any guidelines or instructions you may have regarding late submissions. I value the educational opportunities offered by [University/Institution Name], and I am eager to maintain a positive academic record.

Thank you for considering my request. I appreciate your understanding of my circumstances and your support in helping me complete this assignment successfully.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Email Address]

[Your Phone Number]