

Subject: Apology for Late Submission of Assignment

Dear Mam Prachi,

I am writing this email to sincerely apologize for the late submission of my assignment. I understand that submitting it after the deadline caused inconvenience, and I truly regret it.

The delay happened because misunderstanding on deadline, but I take full responsibility for not managing my time properly. I assure you that I will be more careful in the future, and such a mistake will not happen again.

Thank you for your understanding and support.

Once again, please accept my sincere apology.

Warm regards,

Vishakha Sharda