

To,
Ketu ma'am
Soft Skills Trainer
Tops Technologies, Ahmedabad

Subject: Apology for Late Submission of Soft Skills Assignment

Respected Ma'am,

I hope you are doing well.

I am writing this letter to sincerely apologize for the late submission of my soft skills assignment. I understand that communication, discipline, and punctuality are important parts of soft skills, and I truly regret not following them in this case.

Due to overlapping deadlines from other subjects, I couldn't manage my time well and submitted the assignment late. I take full responsibility for the delay and assure you it won't happen again.

Your sessions always inspire us to be better in behaviour and attitude, and I am learning from this mistake. I truly appreciate your guidance and request you to kindly accept my apology.

Thank you for your patience and understanding.

Sincerely,
Nandani Deraiya
Data Science Student
Tops Technologies, Ahmedabad
Date: 23rd July 2025