Subject: Apology for the Late Submission of Assignment

Dear Professor Asani,

I hope this email finds you well. I am writing to express my sincere apologies for the late submission of my recent assignment, [Assignment Title], which was due on [Due Date]. I understand the importance of adhering to deadlines, and I deeply regret any inconvenience my delay may have caused.

In the days leading up to the assignment deadline, I encountered unforeseen challenges, specifically [briefly explain the reasons for the delay, such as personal issues, technical difficulties, or any other relevant factors]. Despite my best efforts to manage these circumstances, I unfortunately fell behind schedule and was unable to complete the assignment on time.

I want to assure you that I take full responsibility for my actions, and I understand the impact this may have on my academic performance. I have already implemented measures to ensure that I manage my time more effectively in the future and avoid similar issues.

I appreciate your understanding and patience in this matter. If there are any additional steps or penalties I need to address, please let me know, and I will promptly comply. I am committed to making every effort to rectify this situation.

Once again, I apologize for any disruption caused by the late submission. Thank you for your understanding.

Yours Faithfully,

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