**Subject:** Apology for Late Assignment Submission

Dear Disha Ma’am,

I hope this message finds you well. I am writing to sincerely apologize for the delay in submitting my assignment for Soft Skills Module 1. I understand that this delay has disrupted your schedule and may have caused inconvenience. I take full responsibility for not meeting the deadline and deeply regret any trouble this may have caused.

The delay occurred due to some Health issues . I realize the importance of adhering to deadlines and assure you that this will not happen again in the future. I am fully committed to ensuring timely submissions going forward and will take the necessary steps to better manage my time and responsibilities.

Thank you for your understanding, and I truly appreciate your patience. If there’s anything further you need from me regarding the assignment or if you have any feedback, please let me know. I am more than willing to make amends and ensure that future tasks are completed promptly.

Sincerely,  
[Panjwani Vasim Nurddin]  
[Data Analyst]  
[Tops Technologies]