

Excuse Letter for Late Submission

To,
The Class Teacher,
[Name of the Teacher]
[Name of the School],
[Address of School]

[Date]

Subject: Apology for late submission of assignment for [Student Name]

Sir/Madam,

Respectfully, I am [Name], a student of [Class] having [Roll Number].

I apologize for the inconvenience caused by my delay in submitting [mention assignment name] due to [not well/ill health/being away/any other reason]. I promise that the aforementioned work will be completed by the specified date, and that there will be no further delays.

Please accept my sincere apology for the delay in delivering this.

Thanking you!

Yours Faithfully/Sincerely,

[Name],
[Signature],
[Roll Number]