

Digital apology for delayed work submission

Subject: Apology for Late Submission

Dear Principal [Last Name],

I am writing to apologize for submitting [assignment/project] later than the due date. I understand that punctuality is important and I regret any inconvenience caused.

I assure you that I will manage my time more effectively in the future. Thank you for your understanding.

Kind regards,

[Your Name]

[Class/Grade]

[Date]

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