

[Name of sender]

[Designation of the respective person]

To,

[Name of addressee]

Subject: Letter to Apologize for Not Doing Homework

Respected sir/madam,

I [mention the name of the sender] a student of [mention the name of the sender's school] of class [mention the class of the sender] am writing this letter to apologize for not being able to complete my homework and submit it on time. I am extremely sorry sir/ma'am for not being punctual and being able to submit the homework on time even after you said repeatedly to submit it on [mention the date on which the homework was supposed to be submitted].

The day on which you gave us the homework I had to go to [mention the name of another city] to my [mention the name of a relative of the sender] house as [mention the reason why the sender had to go to his/her relative's house] and I just got back from there yesterday and after reaching home I fell asleep and couldn't complete the homework that you gave to us.

I know that the homework contained 5% of our internal marks and yet I didn't complete it on time. Please forgive me ma'am/sir for not being able to submit the work. I promise to never repeat this kind of mistake ever again in the future. I know that I should not give excuses for not completing my homework but believe me sir/ma'am just because I was out of the city I couldn't submit it on time.

Do consider my apology and forgive me this time as you know that I am a very hard working student and this is the first time I am not being able to submit the homework on time, I promise I will submit all the homeworks on time from now onwards. I have attached my application for being absent from [mention the date from which the sender was absent] to [mention the date till which the sender was absent] kindly give it a read. I hope you will accept my apology and take my homework.

Thanking you

Yours faithfully,

[Name of the Sender]