Dear Ms. Lim,

I am writing to sincerely apologize for submitting my assignment late and for not informing you in advance. I understand the importance of meeting deadlines and that my delay disrupted the class schedule.

The delay was due to a personal family issue, but I take full responsibility for not managing my time better. I assure you that I will submit future assignments on time and maintain better communication going forward.

Thank you for your understanding and for being such a supportive teacher.

Sincerely,

Amanda Lee

Class 10B