From,  
Anand Sharma  
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Date – 11/01/1990

To,  
Anjali Sharma  
Assistant Prof.  (Advanced Chemistry)  
Institute of Advanced Chemistry, USA  
Shanjali@gmail.com

Subject: -------

Dear Mam/Sir,

I am writing this letter with most sincere feelings to apologize for not doing my (your subject name/topic name) homework. The day you assigned the homework was the day my grandma was flying down/coming to visit me. Since, I hadn’t seen and met her for quite some time, my excitement knew no bounds. Amidst this I forgot about everything else and could only think of spending as much time with her as possible. You are well aware that I have never skipped my homework or lessons in the past and take my studies seriously. I assure you that this won’t happen again and my pending homework will be completed by tomorrow.

Genuinely apologizing once again, hoping for your forgiveness.

Yours sincerely,

(Anand Sharma)