

# Coursework Extension Appeal for Health Reasons

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Institution Name]

[Insert Institution Address]

Dear [Recipient's Name],

I am writing to formally request an extension for my coursework due to health reasons that have significantly impacted my ability to complete my assignments on time. My current coursework is [Course Name or Code], and the deadline for submission is [Insert Deadline].

Unfortunately, I have been experiencing [briefly describe the health issue, e.g., a medical condition, mental health issues, etc.], which has hindered my ability to concentrate and perform effectively. I have attached documentation from my healthcare provider that supports my request.

I kindly ask for an extension of [number of days/weeks requested] to enable me to submit my coursework without compromising its quality. I am committed to maintaining my academic performance and appreciate your understanding in this matter.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Course Name]

[Your Contact Information]