

Request for Coursework Extension

Date: [Insert Date]

To: [Instructor's Name]

Course: [Course Name]

Subject: Request for Clarification on Coursework Extension due to Scheduling Conflicts

Dear [Instructor's Name],

I hope this message finds you well. I am writing to seek clarification regarding the potential for an extension on my upcoming coursework, specifically due to scheduling conflicts that have arisen.

Unfortunately, I have encountered [briefly explain the scheduling conflict, e.g., overlapping commitments, personal issues], which has hindered my ability to complete the assignment by the original deadline of [insert deadline]. I am committed to maintaining the quality of my work and ensuring that I meet the course requirements.

I kindly ask if it would be possible to have an extension until [proposed new deadline] to allow me sufficient time to complete the assignment to the best of my ability. I appreciate your understanding and flexibility in this matter.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]