

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension for my coursework due on [Due Date] due to personal challenges I am currently facing.

Unfortunately, [briefly describe your personal challenges, e.g., "I have been dealing with a family emergency that has significantly impacted my ability to focus on my studies."]

Given these circumstances, I kindly ask for an extension of [number of days/weeks] to complete the coursework. I believe this additional time will allow me to submit work that reflects my true abilities.

Thank you for considering my request. I appreciate your understanding and support during this difficult time.

Sincerely,  
[Your Name]  
[Your Student ID]  
[Your Course Title]