

Request for Coursework Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Instructor's Name]

[Course Name]

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear [Instructor's Name],

I am writing to formally request an extension on my coursework for [Course Name] due on [Original Due Date]. Due to unforeseen workload issues, I am unable to complete the assignment to the best of my ability by the initial deadline.

Over the past [duration], I have encountered significant challenges that have hindered my ability to manage my coursework effectively. Despite my efforts to stay on track, [briefly explain the workload issues, e.g., personal, family, or professional commitments].

I am committed to maintaining the quality of my work and would greatly appreciate your understanding in this matter. I kindly request an extension of [number of days/weeks] to allow me to complete the assignment thoroughly. I believe that with this additional time, I can produce work that reflects my true capabilities.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Student ID]