

Coursework Extension Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Coursework Extension Due to Academic Struggles

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for my coursework in [Course Name], originally due on [Original Due Date]. Due to [briefly explain your academic struggles, e.g., unexpected personal circumstances, health issues, etc.], I am unable to complete the coursework to the best of my ability within the given timeframe.

I assure you that I am committed to maintaining my academic performance and would appreciate your understanding in this matter. I kindly request an extension until [Proposed New Due Date] to allow me the necessary time to complete the work.

Thank you for considering my request. I am happy to discuss this matter further if needed.

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]