

# Request for Coursework Extension

Date: [Insert Date]

To: [Instructor's Name]

Course: [Course Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension on the coursework due on [due date] due to unforeseen technical difficulties. I have encountered [briefly describe the technical difficulties, e.g., hardware failure, software issues] which have hindered my ability to complete the assignment on time.

I have been actively working to resolve these issues and have taken the following steps: [list any steps taken, e.g., seeking technical support, backing up data, etc.]. However, despite my efforts, I am unable to meet the upcoming deadline.

Therefore, I kindly request an extension of [number of days/weeks] to submit my coursework. I believe this additional time will allow me to complete the assignment to the best of my ability.

Thank you for considering my request. I appreciate your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]