

Request for Coursework Extension

Date: [Insert Date]

To: [Instructor's Name]
[Course Name]
[University/College Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension for my coursework due on [Insert Due Date] due to unforeseen family emergencies that have arisen. [Briefly explain the situation, e.g., "My [relation, e.g., grandmother] has fallen ill, and I need to support my family during this challenging time."]

I understand the importance of meeting deadlines and assure you that I am committed to completing the coursework to the best of my ability. I kindly ask for an extension of [number of days/weeks] to allow me the necessary time to address my family responsibilities.

Thank you for considering my request. I truly appreciate your understanding and support during this difficult time. I look forward to your favorable response.

Sincerely,
[Your Name]
[Your Student ID]
[Your Contact Information]