

Coursework Extension Request

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 on my coursework for [Course Name], originally due on [Original Due Date]. Due to unforeseen circumstances, including [briefly explain the unforeseen circumstances, e.g., personal health issues, family emergencies, etc.], I am unable to complete the work by the deadline.

Understanding the importance of meeting deadlines, I sincerely apologize for any inconvenience this may cause and assure you that I am committed to maintaining my academic performance. I kindly request an extension until [Proposed New Due Date] to allow me the necessary time to complete the coursework to the best of my ability.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Email Address]

[Your Contact Number]