

Coursework Extension Request

Date: [Insert Date]

To: [Instructor's Name]

Course: [Course Name and Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension on my coursework for [specific assignment or project title], which is currently due on [original due date].

Unfortunately, due to [brief explanation of the reason for the request, e.g., personal circumstances, health issues, unforeseen events], I am unable to complete the assignment by the original deadline. I have been making every effort to keep up with the course requirements, but [expand on reasons briefly if necessary].

Therefore, I kindly ask for an extension of [number of days/weeks] to allow me to submit my best work. I understand the importance of adhering to deadlines, and I appreciate any consideration you can provide in this matter.

Thank you for considering my request. I look forward to your understanding response.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Information]