

Request for Coursework Extension

Date: [Insert Date]

To: [Instructor's Name]

[Course Name]

[Department Name]

[University Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension for the upcoming coursework due on [Insert Due Date] due to mental health considerations.

Over the past few weeks, I have been experiencing [briefly describe the mental health issue, e.g., anxiety, depression], which has significantly hindered my ability to complete my assignments to the best of my ability. I am actively seeking help and support, but I find that I require additional time to manage my coursework effectively.

In light of these circumstances, I kindly request an extension of [number of days/weeks you need] to allow me the time necessary to complete the work to the best of my abilities. I assure you that I am committed to maintaining my academic responsibilities and appreciate any consideration you can provide in this matter.

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

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Information]