

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension for [Assignment Name] that was due on [Due Date]. Due to unforeseen childcare responsibilities, I have been unable to complete the assignment by the deadline.

I understand the importance of submitting work on time and assure you that this request is made solely due to my current situation. I am committed to completing the assignment as soon as possible and would greatly appreciate your understanding in this matter.

If possible, I would like to request an extension until [Proposed New Due Date]. Thank you for considering my request. I look forward to your understanding.

Sincerely,
[Your Name]
[Your Contact Information]