

Late Assignment Submission Request

Date: [Insert Date]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of my assignment for [Course Name] that was due on [Due Date]. Unfortunately, due to personal circumstances, I am unable to submit the assignment on time.

[Briefly explain your circumstances, e.g., illness, family emergency, etc. Be concise and respectful.]

I understand the importance of meeting deadlines and I assure you that I have been working diligently on the assignment. I would greatly appreciate any additional time you could grant me to complete it to the best of my ability. If possible, I would like to request an extension until [Proposed New Due Date].

Thank you for considering my request. I truly appreciate your understanding and support.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]