

Dear [Instructor's Name],

I hope this message finds you well. I am writing to request an extension on the [Assignment Name] that is due on [Due Date]. Unfortunately, I experienced a family emergency that has hindered my ability to complete the assignment on time.

I understand the importance of adhering to deadlines and assure you that I am committed to maintaining my academic responsibilities. I kindly ask for an extension until [Requested New Due Date] to allow me the necessary time to complete the assignment 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 Course Name and Code]