

Late Assignment Submission Request

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 Name] originally due on [Due Date]. Unfortunately, I have been experiencing medical issues that have hindered my ability to complete the assignment on time.

I have attached a medical certificate for your reference. I take my academic responsibilities seriously and assure you that I would not ask for an extension if it were not necessary. I would greatly appreciate if you could grant me an extension until [Proposed New Due Date].

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

Sincerely,
[Your Name]
[Your Student ID]
[Course Name and Code]
[Your Contact Information]