

## **Subject: Request for Late Assignment Submission Due to Study Conflicts**

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of [Assignment Name] which is due on [Original Due Date].

Unfortunately, I have been facing significant study conflicts due to [briefly explain the reason, e.g., overlapping coursework, personal issues, etc.]. This has affected my ability to complete the assignment by the deadline.

I understand the importance of submitting assignments on time and assure you that I am committed to maintaining my academic responsibilities. I kindly ask for an extension until [Proposed New Due Date] to allow me to submit my best work.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Course Name/Code]

[Your Email Address]