

Date: [Insert Date]

To: [Instructor's Name]

Subject: Request for Late Assignment Submission Due to Technical Difficulties

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of [Assignment Title] originally due on [Due Date]. Unfortunately, I encountered unexpected technical difficulties that prevented me from completing the assignment on time.

[Briefly explain the technical issues faced, e.g., "My computer crashed while I was finalizing the document, and I was unable to recover my work."]

Despite my efforts to resolve the issue promptly, I was unable to meet the deadline. I have been making significant progress and I assure you that I am committed to submitting the assignment as soon as possible.

I kindly request an extension until [Proposed New Due Date] to allow me to complete the assignment to the best of my ability. I appreciate your understanding in this matter and look forward to your response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]