

# Late Assignment Submission Request

Date: [Insert Date]

To: [Instructor's Name]

Course: [Course Name]

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 [Assignment Name] that was due on [Due Date]. Unfortunately, due to [brief explanation of unexpected event, e.g., a family emergency, health issues], I was unable to complete the assignment on time.

I understand the importance of meeting deadlines and take my responsibilities seriously. I am committed to producing quality work and would greatly appreciate any consideration you can provide regarding an extension. If possible, I would like to request an additional [number of days] days to complete and submit the assignment.

Thank you for your understanding and support. I look forward to your kind consideration.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]