

Subject: Request for Late Submission of Assignment

Dear [Instructor's Name],

I hope this message finds you well. I am writing to request an extension for the submission of [Assignment Name], originally due on [Due Date]. Due to unforeseen work commitments, I have been unable to complete the assignment to the best of my ability.

I understand the importance of meeting deadlines and take my responsibilities seriously. However, the demands of my job have significantly increased over the past few days, making it challenging to focus on my academic work.

Would it be possible to grant me an extension until [Proposed New Due Date]? I am committed to delivering a quality assignment and appreciate your understanding in this matter.

Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]
[Your Student ID]
[Your Course Name]