

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Recipient's Name]

[Recipient's Title]

[Organization/School Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for not being able to complete the assignment titled "[Assignment Title]" that was due on [Due Date].

Due to [brief explanation of circumstances, e.g., unforeseen personal issues, illness, etc.], I was unable to dedicate the necessary time and effort to the assignment. I understand the importance of meeting deadlines and deeply apologize for any inconvenience this may have caused.

I am committed to maintaining the quality of my work and would like to request an extension, if possible. I believe that with additional time, I can deliver an assignment that meets the expected standards.

Thank you for your understanding and support. I appreciate your consideration and patience regarding this matter.

Sincerely,

[Your Name]

[Your Class/Position, if applicable]