

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Instructor's Name]
[Course Name]
[Institution Name]
[Institution Address]

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], originally due on [Due Date]. I have encountered unexpected circumstances that have hindered my ability to complete the assignment on time.

As outlined in the academic accommodations I have been granted, [briefly describe your accommodations and the situation that necessitates this request]. I believe that an extension will enable me to complete the assignment to the best of my ability while adhering to the accommodations set forth.

I kindly ask for an extension until [Proposed New Due Date]. I appreciate your understanding and support regarding this matter, and I am more than willing to discuss this further if needed.

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

Sincerely,
[Your Name]
[Your Student ID]