

Request for Late Assignment Submission

Date: [Insert Date]

To: [Instructor's Name]

Subject: Request for Late Assignment Submission

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], which was due on [Due Date]. Due to [brief explanation of the reason for the delay, e.g., illness, personal circumstances], I was unable to complete the assignment on time.

I have attached [mention any documentation, e.g., a medical certificate, or relevant documentation] to support my request. I understand the importance of adhering to deadlines and assure you that this request is made in exceptional circumstances.

I kindly ask for your understanding and consideration in allowing me to submit the assignment by [Proposed New Due Date]. Thank you very much for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID]

[Your Course Name]

[Your Contact Information]