

Request for Late Assignment Submission

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension on the [Assignment Title/Description] that is due on [Due Date]. Unfortunately, I am experiencing a family emergency that has hindered my ability to complete the assignment on time.

I understand the importance of deadlines and assure you that this request is not made lightly. I am committed to maintaining my performance in your course and will ensure that I submit the assignment at the earliest possible opportunity.

If granted, I would appreciate an extension until [Proposed New Due Date]. Thank you for considering my request, and I hope for your understanding in this difficult time.

Sincerely,

[Your Name]

[Your Student ID]

[Course Name and Code]

[Your Contact Information]