

# Request for Late Assignment Submission

Date: [Insert Date]

To: [Instructor's Name]

Course: [Course Name]

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 is due on [Original Due Date]. Unfortunately, I have been unwell due to [briefly describe illness, e.g., a severe cold, flu], and this has affected my ability to complete the assignment on time.

I have been keeping up with the coursework as much as possible and am committed to maintaining my academic performance. I would greatly appreciate it if you could grant me an extension until [Proposed New Due Date] to submit my assignment.

Thank you for your understanding and consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]