

Subject: Request for Late Assignment Submission

Dear [Instructor's Name],

I hope this message finds you well. I am writing to request an extension for the submission of [Assignment Name], originally due on [Due Date]. Unfortunately, due to personal circumstances, I have been unable to complete the assignment on time.

[Briefly explain your circumstances, e.g., health issues, family emergencies, etc.], which has impacted my ability to focus on my studies.

I understand the importance of deadlines and assure you that I have been making every effort to keep up with my coursework. Therefore, I kindly ask if you would consider granting me an extension until [Proposed New Due Date].

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]

[Your Student ID]

[Your Class/Section]

[Your Contact Information]