

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

[Instructor's Name]
[Course Title]
[University/College Name]
[University/College Address]
[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to request an extension for the submission of [Assignment Title], which is due on [Due Date]. Unfortunately, I encountered technical difficulties that hindered my ability to submit the assignment on time.

[Briefly explain the technical difficulties you faced, e.g., "My computer crashed unexpectedly," or "I experienced internet connectivity issues."]

I have been working diligently on the assignment and am committed to completing it as soon as possible. I kindly ask for your understanding in this matter and would greatly appreciate an extension until [New Requested Date] to finalize and submit my work.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,
[Your Name]
[Your Student ID (if applicable)]