

Date: [Insert Date]

[Instructor's Name]

[Course Name]

[Institution Name]

[Instructor's Email]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension on the [Name of Assignment] that is due on [Original Due Date]. Due to unforeseen workload challenges, I am struggling to complete the assignment to the best of my ability by the deadline.

Over the past few weeks, I have encountered increased demands from other courses, which have significantly impacted my ability to focus on this particular assignment. I understand the importance of meeting deadlines and assure you that this request is not made lightly.

If possible, I would greatly appreciate an extension until [Proposed New Due Date]. This additional time would enable me to submit work that reflects my true capabilities.

Thank you for considering my request. I look forward to your understanding and guidance regarding this matter.

Sincerely,

[Your Name]

[Your Student ID]

[Your Course Code]

[Your Contact Information]