

Request for Late Assignment Submission

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension for submitting my assignment for [Course Name], which is due on [Due Date].

Due to [briefly explain extenuating circumstances, e.g., a medical issue, family emergency], I have been unable to complete the assignment on time. I believe that with a little additional time, I will be able to produce work that meets the expectations of the course.

I kindly ask for an extension until [proposed new deadline]. I understand the importance of meeting deadlines and appreciate your consideration of my request under these circumstances.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]