

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Instructor's Name]

[Course Name]

[School/University Name]

[School Address]

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] that was due on [Due Date]. Unfortunately, due to [briefly explain your compassionate grounds, e.g., a personal illness, family emergency, etc.], I was unable to complete the assignment on time.

I understand the importance of meeting deadlines and I assure you that this request is made purely out of necessity. If granted, I plan to submit the assignment by [Proposed New Due Date]. I appreciate your understanding and consideration of my situation.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Student ID or Reference Number]