

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 for the submission of [Assignment Name], originally due on [Due Date]. Unfortunately, I was faced with unforeseen circumstances that hindered my ability to complete the assignment on time.

On [specific date or timeframe], [briefly explain the unforeseen event, e.g., "I experienced a family emergency" or "I was unwell"]. This situation has significantly impacted my available time and focus to complete the assignment to the best of my ability.

I kindly ask for an extension until [Proposed New Due Date] to ensure I can provide a quality submission. I genuinely appreciate your understanding and consideration of my request.

Thank you for your time, and I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]