

# Petition for Extension of Submission Deadline

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Professor's Name]  
[Course Title]  
[University/Institution Name]  
[University Address]

Dear [Professor's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of [Assignment/Project Title], originally due on [Original Due Date]. Due to [briefly explain your reason, e.g., personal circumstances, illness, etc.], I am unable to meet the current deadline.

In light of these circumstances, I kindly ask if it would be possible to extend the deadline until [Proposed New Due Date]. I believe this additional time will allow me to complete the assignment to the best of my ability and maintain the standards expected in your course.

Thank you for considering my request. I truly appreciate your understanding and support. I look forward to your favorable response.

Sincerely,  
[Your Name]  
[Student ID]