

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

[Instructor's Name]
[Course Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension for the upcoming assignment due on [original due date] for [Course Title]. Due to [brief explanation of circumstances, e.g., personal challenges, illness], I am unable to complete the assignment by the original deadline.

I understand the importance of adhering to deadlines, and I assure you that I am committed to maintaining my academic performance. Therefore, I kindly request an extension until [proposed new due date] to ensure I can submit work that reflects my best effort.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]
[Your Student ID]