

Request for Extension on Term Paper Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Professor's Name]

[Course Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Professor's Last Name],

I hope this message finds you well. I am writing to formally request an extension for submitting my term paper for [Course Name], which is due on [Original Due Date]. Due to [brief explanation of the reason, e.g., unforeseen personal circumstances, illness, etc.], I am unable to complete the paper by the deadline.

I have been making every effort to stay on schedule, but I find myself needing a little extra time to ensure the quality of my work meets the standards expected for this course. Therefore, I kindly ask for an extension of [number of days/weeks] if possible.

Thank you very much for considering my request. I appreciate your understanding and support. I am committed to maintaining the academic standards of your course and look forward to your positive response.

Sincerely,

[Your Name]

[Student ID]