

# Request for Deadline Extension

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension on the [specific assignment name] originally due on [original due date]. Due to [brief explanation of circumstances, e.g., personal issues, illness, workload], I am unable to complete the assignment by the deadline.

I understand the importance of adhering to deadlines and assure you that this request is made only after careful consideration. I am committed to maintaining my academic performance and would greatly appreciate your understanding in this matter.

If possible, I would like to request an extension until [proposed new due date]. I believe this additional time will allow me to produce work that meets the standards of your class.

Thank you very much for considering my request. I look forward to your understanding response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Course Name]

[Your Contact Information]