

# Application for Postponing Assignment Due Date

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Instructor's Name]

[Course Name or Code]

[University/College Name]

[Address of the Institution]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a postponement for the due date of the [specific assignment name] originally due on [original due date].

Unfortunately, [briefly explain the reason for your request, e.g., due to unforeseen circumstances, personal challenges, health issues, etc.]. I have been making every effort to complete the assignment on time, but I believe that an extension would allow me to submit work that meets my standards and your expectations.

Thank you very much for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]