

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Instructor's Name]

[Course Name]

[Institution Name]

[Institution Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension on the [Assignment Name] that is due on [Original Due Date]. Due to [brief explanation of your circumstance, e.g., unforeseen personal issues, illness, etc.], I am unable to complete the assignment to the best of my ability by the original deadline.

Therefore, I kindly ask if it would be possible to have an extension until [Proposed New Due Date]. I believe that with this additional time, I can provide a submission that reflects my true capabilities.

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

Sincerely,

[Your Name]

[Your Student ID]