

Request for Extension on Academic Project Deadline

Date: [Insert Date]

To,

[Instructor's Name]
[Course Name]
[University Name]
[University Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [Project Title/Assignment Name], originally due on [Original Due Date]. Due to [briefly explain your reason, e.g., unforeseen circumstances, illness, personal issues], I am unable to complete the project by the initial deadline.

Despite my best efforts to keep up with the requirements, the situation has hindered my ability to deliver work that meets both my standards and those of the course. I am committed to maintaining the quality of my submissions, and I believe that a short extension would provide the necessary time to do so.

I kindly request an extension until [Proposed New Due Date]. I assure you that I will use this time effectively to complete the project to the best of my ability.

Thank you very much for considering my request. I greatly appreciate your understanding and support. I look forward to your favorable response.

Sincerely,
[Your Name]
[Your Student ID]
[Your Course Name/Code]
[Your Contact Information]