Request for Deadline Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Course Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [Name of Coursework/Assignment], originally due on [Original Due Date].

[Briefly explain your reasons for requesting the extension, such as personal circumstances, illness, or other commitments. Be honest and respectful.]

I understand the importance of adhering to deadlines and assure you this request comes after careful consideration. I appreciate your understanding and support in this matter.

If granted, I propose a new deadline of [Proposed New Due Date], but I am open to any alternative you suggest.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Student ID]