

Request for Extended Assignment Submission

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Instructor's Name]

[Course Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of my assignment titled "[Assignment Title]," which is due on [Original Due Date].

Due to [briefly explain your reason, e.g., unforeseen circumstances, personal issues, etc.], I am unable to complete the assignment by the original deadline. I have made considerable progress, but I believe that with additional time, I can enhance the quality of my work.

I kindly ask for an extension of [number of days/weeks] and assure you that I will submit the assignment by [Proposed New Due Date]. I appreciate your understanding and support in this matter.

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

Sincerely,

[Your Name]

[Your Student ID]