

# Request for Extension

Dear [Professor/Instructor's Name],

I hope this message finds you well. I am writing to inquire about the possibility of receiving an extension on the deadline for [specific assignment/project name] originally due on [original due date].

Due to [brief explanation of the circumstances, e.g., unforeseen personal issues, illness, etc.], I am concerned that I will not be able to complete the work to the best of my ability by the original deadline.

I would greatly appreciate your understanding and any consideration you could provide regarding this matter. If possible, I would like to request an extension until [proposed new due date].

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

Sincerely,  
[Your Name]  
[Your Student ID]  
[Your Contact Information]