

Student Appeal for Extended Deadline

[Your Name]

[Your Student ID]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title/Position]

[Department]

[University/College Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [specific academic requirement or assignment, e.g., "my research paper for History 101"], which is currently due on [original due date].

Due to [briefly explain your situation, e.g., "unexpected personal circumstances" or "health issues"], I am unable to complete the assignment by the original deadline. After careful consideration and consultation with my support network, I believe that additional time would enable me to submit work that reflects my true capabilities and understanding of the subject matter.

Therefore, I kindly ask for an extension of [number of days/weeks you need] until [proposed new deadline]. I appreciate your consideration of my request, and I assure you that I am committed to maintaining the standards of academic integrity and quality in my work.

Thank you for taking the time to consider my appeal. I look forward to your understanding and support.

Sincerely,

[Your Name]