

Request for Change of Due Date

Date: [Insert Date]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a change in the due date for [Assignment Name], originally scheduled for [Original Due Date].

Due to [brief explanation of the reason, e.g., unforeseen circumstances, illness, workload], I am concerned that I will not be able to submit my best work by the original deadline.

I would greatly appreciate it if you could consider extending the due date to [Proposed New Due Date]. I believe this additional time would allow me to complete the assignment to the best of my ability.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]