

Request for Hardship Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension for my [specific course or program name] due to ongoing educational challenges that have significantly impacted my ability to meet the deadlines.

Despite my best efforts to keep up with the course requirements, [briefly describe the specific challenges you are facing, e.g., health issues, family responsibilities, or other extenuating circumstances]. These factors have created a challenging environment for my studies.

Given these hardships, I respectfully request an extension of [specific time period] to allow me the time necessary to complete my assignments and fulfill my obligations to the course. I am committed to my education and believe that this extension will enable me to produce work that reflects my true capabilities.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please let me know if you require any additional information or documentation.

Sincerely,

[Your Name]