

# Subject: Explanation for Missing Assignment

Dear [Instructor's Name],

I hope this message finds you well. I am writing to inform you about my inability to submit [Assignment Name] that was due on [Due Date]. Unfortunately, I have been facing some mental health challenges that have impacted my ability to focus and complete my assignments effectively.

I understand the importance of maintaining academic responsibilities, and it is never my intention to fall behind. I am currently seeking support and working towards managing these challenges. I kindly request an extension or any alternative options you may provide for completing this assignment.

Thank you very much for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]