

Request for Homework Extension

Date: [Insert Date]

To: [Instructor's Name]

[Course Name]

[Institution Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension on the upcoming homework assignment due on [original due date]. Due to [brief explanation of your circumstance, e.g., personal issues, health problems, etc.], I am unable to complete the assignment by the deadline.

If possible, I would greatly appreciate an extension until [proposed new due date]. I believe that this additional time will allow me to submit work that meets the standards of your course.

Thank you very much for considering my request. I look forward to your understanding.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]