

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Instructor's Name

Course Name

Institution Name

Dear [Instructor's Name],

I hope this message finds you well. I am writing to kindly request an extension on the [specific assignment name] due on [original due date]. Due to [brief reason, e.g., unforeseen circumstances, illness], I am unable to complete the assignment by the deadline.

If possible, I would greatly appreciate an extension until [proposed new due date]. Thank you for your understanding.

Sincerely,

Your Name