

Request for Homework Extension

Date: [Insert Date]

To: [Instructor's Name]

Course: [Course Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension on the [specific assignment name] that is due on [original due date]. Due to [briefly explain your reason, e.g., personal circumstances, illness, or unforeseen events], I am unable to complete the assignment by the deadline.

I understand the importance of timely submissions and assure you that I am committed to maintaining my performance in this course. If granted an extension, I believe I can submit quality work that reflects my understanding of the material. I kindly request an extension until [proposed new due date].

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]