

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on my homework assignment due on [original due date]. Due to [brief explanation of the circumstances, e.g., unforeseen personal challenges, illness], I am unable to complete the assignment by the deadline.

Given these circumstances, I kindly ask for an extension until [proposed new due date]. I believe that with this additional time, I will be able to provide a higher quality of work that meets your expectations.

I appreciate your understanding and consideration of my request. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Class/Grade]