

Request for Homework Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Instructor's Name]

[Course Name]

[School/University Name]

Dear [Instructor's Name],

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

I am committed to maintaining the quality of my work and would greatly appreciate an extension of [number of days you request] days. I assure you that I will use this additional time to submit a thorough and high-quality piece.

Thank you very much for considering my request. I appreciate your understanding and support. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]