

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Instructor's Name]

[Course Title]

[School/Organization Name]

[Institution Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to respectfully request an extension for the assignment due on [due date]. Due to [brief explanation of your circumstances, e.g., illness, personal issues], I am unable to complete the work to the best of my abilities by the deadline.

I understand the importance of meeting deadlines and I assure you that I am committed to maintaining my academic responsibilities. If possible, I kindly ask for an extension until [proposed new due date]. I appreciate your understanding and consideration.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]