

Request for Homework Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Instructor's Name]

[Course Name]

[Institution Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension for the homework assignment due on [Original Due Date] for [Course Name]. Due to [briefly explain the reason for your request, e.g., unforeseen circumstances, illness, etc.], I am unable to complete the assignment by the deadline.

I understand the importance of adhering to deadlines and appreciate your consideration. If possible, I would greatly appreciate an extension until [Proposed New Due Date] to allow me sufficient time to complete my work to the best of my ability.

Thank you for considering my request. I look forward to your understanding and am willing to discuss this matter further if necessary.

Sincerely,

[Your Name]