

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an alternative format for the upcoming assignment due on [Due Date].

Due to [briefly explain your reason, e.g., health issues, learning disabilities, or other circumstances], I find it challenging to complete the assignment in its current format. I believe that an alternative approach, such as [suggest alternatives, e.g., a presentation, a video, a written report, etc.], would allow me to demonstrate my understanding of the material more effectively.

I appreciate your consideration of my request and am open to discussing this further or providing any documentation that may assist in this matter. Thank you for your understanding and support.

Sincerely,

[Your Full Name]

[Your Course/Program]

[Your Contact Information]