

Request for Adjusting Homework Deadlines

Date: [Insert Date]

To,

[Teacher's Name]

[Subject/Course Name]

[School/Institution Name]

[School Address]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the deadline for [insert specific assignment/homework name]. Due to [briefly explain your reason, e.g., personal circumstances, unforeseen events, illness], I am unable to complete the assignment by the original due date of [insert original due date].

In light of these circumstances, I kindly ask if it would be possible to extend the deadline to [insert requested new deadline]. I believe that this additional time will allow me to submit work that meets the standard of quality expected in your class.

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

Sincerely,

[Your Name]

[Your Class/Grade]

[Your Contact Information]