

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Instructor's Name]
[Course Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension on the due date for [Assignment Name], originally due on [Original Due Date].

Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, personal issues, illness, etc.], I am unable to complete the assignment by the deadline. I am committed to maintaining the quality of my work, and I believe that additional time would enable me to meet the expectations of the assignment successfully.

I kindly request an extension of [number of days/weeks you are requesting] and assure you that I will complete the assignment by [Proposed New Due Date].

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]