

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Instructor's Name]
[Course Name/Code]
[Institution Name]
[Institution Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension on the due date for [specific assignment or project name], originally due on [original due date].

Unfortunately, [brief explanation of the reason for the request, such as personal health issues, family emergencies, or workload]. I believe that with a little extra time, I could deliver a more thorough and high-quality submission.

I kindly ask for an extension until [proposed new due date]. I appreciate your understanding and consideration of my request.

Thank you for your support.

Sincerely,

[Your Name]

[Student ID (if applicable)]