

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

[Professor's Name]
[Course Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to formally request an extension for the [assignment name] due on [original due date]. Due to [brief explanation of the reason, e.g., personal circumstances, illness, or workload], I am unable to complete the assignment by the deadline.

I understand the importance of adhering to deadlines and assure you that I am committed to maintaining my academic performance. If possible, I would greatly appreciate an extension until [proposed new due date]. This additional time will enable me to produce my best work.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

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