

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[University/Institution Name]  
[Department Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
I hope this message finds you well. I am writing to formally request a change to the due date for [specific assignment, project, or exam name] originally scheduled for [original due date]. Unfortunately, [brief explanation of the reason for requesting the extension, e.g., personal circumstances, health issues, or unforeseen events].

I understand the importance of adhering to deadlines, and I assure you that this request is made after careful consideration of my situation. I kindly request an extension until [proposed new due date], which I believe will allow me to complete the work to the best of my abilities. Thank you very much for considering my request. I appreciate your understanding and support in this matter. Please let me know if you need any further information or documentation.

Sincerely,  
[Your Name]  
[Your Student ID (if applicable)]  
[Your Course/Program Name]