

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Instructor's Name]
[Course Name]
[School/University Name]
[School Address]
[City, State, Zip Code]

Dear [Instructor's Name],

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

I am committed to maintaining the quality of my submissions and believe that a short extension would allow me to do this. Therefore, I kindly ask for an extension until [proposed new due date].

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

Sincerely,

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