

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

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

I have been working diligently and would appreciate a little more time to ensure my work meets the expected standards. I kindly request an extension until [proposed new due date].

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

Sincerely,

[Your Name]
[Your Grade/Class]