

Subject: Request for Extension of Academic Deadline

Dear [Professor/Instructor's Name],

I hope this message finds you well. I am writing to request an extension on the [specific assignment/exam name] originally due on [original due date].

Due to [brief explanation of reason, such as personal circumstances, illness, or workload], I am concerned that I will not be able to submit my best work by the deadline. I am committed to maintaining the quality of my submissions and would greatly appreciate any additional time you could grant.

If possible, I would kindly request an extension until [proposed new due date]. I understand the importance of deadlines and appreciate your consideration of my situation.

Thank you for your understanding. I look forward to your response.

Best regards,

[Your Name]

[Your Student ID]

[Course Name/Code]

[Your Contact Information]