

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Professor's Name]
[Course Name]
[University/College Name]
[Department]
[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 on the [specific assignment/project name] due on [original due date].

Due to [brief explanation of the reason for the request, e.g., unforeseen personal circumstances, illness, etc.], I am unable to complete the work to the best of my ability by the deadline.

I would greatly appreciate your consideration of granting an extension until [proposed new due date]. I believe this additional time would allow me to produce work that meets both your expectations and my own standards.

Thank you for considering my request. I am willing to discuss this matter further if needed.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]