

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

Dear [Instructor's Name],

I hope this message finds you well. I am writing to address my final class project for [Course Title], which is due on [Due Date]. Due to [brief explanation of the circumstances], I am reaching out to request [specific request, e.g., an extension, additional guidance, etc.].

I understand the importance of adhering to deadlines and appreciate your consideration of my situation. I am committed to delivering a quality project and will ensure that I meet the necessary requirements.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]