

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of [specific assignment/project name], originally due on [original due date]. Unfortunately, due to [briefly explain the reason, e.g., unforeseen circumstances, personal issues, illness], I was unable to complete the work on time.

I understand the importance of timely submissions and sincerely apologize for any inconvenience this may cause. I am committed to maintaining the quality of my work and would greatly appreciate your understanding in this matter.

If possible, I would like to request an extension until [proposed new due date]. I assure you that I am making every effort to complete the assignment as soon as possible.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]