

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Instructor's Name]
[Course Name]
[University/College Name]
[University/College Address]
[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally inform you that I will be unable to submit my assignment for [Course Name] due on [Due Date] by the deadline.

The reason for the delay is [brief explanation of the reason]. I understand the importance of adhering to deadlines and assure you that this situation is unforeseen.

I kindly request an extension until [Proposed New Due Date] to complete and submit the assignment to the best of my ability. I appreciate your understanding and consideration regarding this matter.

Thank you for your support.

Sincerely,

[Your Name]
[Student ID (if applicable)]