

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

[Professor's Name]  
[Course Title]

[University Name]  
[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 for the submission of [Assignment Title] which was due on [Due Date].

Due to [brief explanation of your circumstances, e.g., illness, personal issues, workload], I was unable to complete the assignment by the deadline. I have since been making efforts to finalize my work and would appreciate any consideration for an extension.

I understand the importance of adhering to deadlines and assure you that this situation was unavoidable. I am committed to maintaining the integrity of my academic work and am willing to discuss any possible solutions, including a new submission date.

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

Sincerely,

[Your Name]  
[Your Student ID]