

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Professor's Name]
[Course Name]
[University Name]
[University Address]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of [Project Title/Assignment Name], which is due on [Original Due Date]. Unfortunately, due to [briefly explain reason, e.g., illness, family emergency, etc.], I am unable to meet the original deadline.

I understand the importance of timely submissions and assure you that I am committed to completing the project to the best of my ability. I would greatly appreciate any consideration you could extend regarding a revised deadline, preferably by [Proposed New Due Date].

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

Sincerely,

[Your Full Name]
[Your Student ID]
[Your Contact Information]