

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Instructor's Name]  
[Course Name]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an extension for the assignment due on [original due date] for [Course Name]. Due to [brief explanation of your reason, e.g., unforeseen circumstances, illness, personal issues], I am unable to complete the assignment by the deadline.

I understand the importance of meeting deadlines and assure you that this request is made after careful consideration. If possible, I would greatly appreciate an extension until [proposed new due date]. This additional time would allow me to complete the assignment to the best of my ability. Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

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