

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Instructor's Name]
[Course Name]
[School/University Name]
[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 titled "[Assignment Title]" that was due on [Original Due Date]. Unfortunately, due to [brief explanation of the reason for the late submission], I was unable to complete the assignment on time.

I understand the importance of meeting deadlines and sincerely apologize for any inconvenience this may cause. I have since completed the assignment and am submitting it with this letter. I appreciate your understanding and consideration regarding this matter.

Thank you for your time, and I look forward to your response.

Sincerely,

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