

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

[Professor's Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to formally request an extension for submitting my coursework for [Course Title] due on [Original Due Date].

Due to [briefly explain your reason, e.g., unforeseen personal circumstances, illness, etc.], I have been unable to complete the assignment on time. I understand the importance of deadlines and take my responsibilities seriously; however, this situation has impacted my ability to meet the original timeline.

I would greatly appreciate your consideration in granting me an extension until [Proposed New Due Date] to complete the work to the best of my ability. I am committed to maintaining the quality of my submissions and ensuring that I meet the course requirements.

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

Sincerely,
[Your Name]
[Your Student ID]