

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department/Office Name]
[College/University Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for [specific assignment/course/semester] due on [original due date].

[Explain reason for the request, providing necessary details and context.]

I kindly ask for an extension until [proposed new due date], which I believe will allow me to complete the work to the best of my ability.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Department]