

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Instructor's Name]  
[Course Title]  
[School/University Name]  
[School 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 [specific assignment name] that is due on [original due date]. Due to [briefly explain the reason, e.g., unforeseen personal circumstances, illness, workload], I am finding it challenging to complete the assignment by the scheduled deadline.

I am committed to producing quality work and would greatly appreciate your consideration of an extension. If possible, I would like to request an additional [number of days] days, making the new proposed deadline [new proposed deadline].

Thank you for considering my request. I look forward to your understanding and am happy to discuss this further if needed.

Sincerely,

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