

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Instructor's Name]  
[Course Name]  
[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 submitting my assignment titled "[Assignment Title]," which was due on [Original Due Date].

Unfortunately, I was unable to complete the assignment on time due to [brief explanation of the reason, e.g., unforeseen personal circumstances, illness, etc.]. I understand the importance of adhering to deadlines and assure you this was not my intention.

I kindly ask for an extension until [Proposed New Due Date] to complete the assignment to the best of my ability. I appreciate your understanding and consideration regarding this matter.

Thank you for your time. I look forward to hearing from you soon.

Sincerely,

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