

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to request an extension for the submission of my homework for [Course/Subject Name], originally due on [Due Date].

Unfortunately, due to [briefly explain your reason, e.g., illness, family emergency, etc.], I was unable to complete the assignment on time. I have been making every effort to catch up and would greatly appreciate any additional time you could provide.

I understand the importance of adhering to deadlines and assure you that I am committed to submitting quality work. If possible, I would like to request an extension until [Proposed New Due Date].

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

Sincerely,

[Your Name]
[Your Grade/Class]