

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization/School Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I was unable to submit [specific assignment, project, or document] by the deadline of [original deadline date] due to a family emergency that required my immediate attention.

I understand the importance of meeting deadlines and I sincerely apologize for any inconvenience this may have caused. I have been working diligently to complete the [assignment/project], and I am committed to submitting it as soon as possible.

I respectfully request an extension for the submission until [proposed new deadline]. I appreciate your understanding during this difficult time and look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Class/Department, if applicable]