

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Institution 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 [Assignment/Project/Document Name] by the original deadline of [Deadline Date] due to a recent illness.

Despite my best efforts to complete the work on time, my health condition significantly impacted my ability to remain focused and productive. I have since recovered and am fully committed to [finishing the project/submitting the work].

I kindly request an extension until [Proposed New Deadline] to finalize my submission. I appreciate your understanding and consideration of my situation.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]