

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Instructor's Name]
[Course Name]
[University/College Name]
[Department Name]
[University 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 submission of my final project for [Course Name], which was originally due on [Due Date].

Due to [brief explanation of the reason for the delay, e.g., unforeseen personal circumstances, illness, etc.], I was unable to complete the project by the deadline. I have been diligently working on it and am committed to delivering a quality submission.

I kindly ask for an extension until [Proposed New Submission Date] to finalize my project. I appreciate your understanding and consideration. Thank you for your time. I look forward to your response.

Sincerely,

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