

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Professor's Name]
[Course Name]
[University Name]
[University Address]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to request an extension for the submission of [specific assignment or project name] that was due on [original due date].

Unfortunately, [brief explanation of the reason for the late submission, e.g., unforeseen circumstances, illness, or personal issues]. I understand the importance of adhering to deadlines and take my responsibilities seriously.

I kindly ask if you could grant me an extension until [proposed new due date] to ensure that I can submit work that meets both my standards and your expectations.

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

Sincerely,

[Your Name]
[Your Student ID]