

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Office of Academic Affairs]  
Ohio State University  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Major/Program] student at Ohio State University with a student ID of [Your Student ID]. I am writing to formally request an extension for [specific assignment, project, or deadline] originally due on [original due date].

The reason for this request is [briefly explain your circumstances, e.g., illness, personal issues, etc.], which has hindered my ability to complete the requirements on time. I have been actively working on the assignment and have made significant progress; however, I believe that an extension would allow me to submit work that truly reflects my capabilities.

I kindly ask for an extension of [specific duration you are requesting] to complete this work. I appreciate your understanding and consideration of my request. I am hopeful for a favorable response and am more than willing to discuss my situation further.

Thank you for your time and attention.

Sincerely,

[Your Name]  
[Your Student ID]