

Request for Extension – *[Assignment Name]*

Date of Request:

Dear Professor *[Last Name]*,

My name is *[Your Full Name]*, and I am a student in your *[Course Code & Section]* class. I am writing to request an extension for the *[Assignment Name]* originally due on **[Original Due Date]**.

Due to *[brief reason — e.g., health issue, family circumstance, workload conflict]*, I am unable to complete the assignment by the original deadline. I respectfully request an extension to **[Proposed New Deadline]**. I am committed to submitting my best work and will use the additional time to finalize the assignment accordingly.

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

Sincerely,

[Your Full Name]

[Student ID]

[Course Code & Section]