

Sample Formal Letter for Extension of Deadline for Assignment Submission

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Designation, e.g., Professor/Instructor]
[Department Name]
[University/Organization Name]

Subject: Request for Extension of Assignment Submission Deadline

Dear [Recipient's Name],

I am writing to respectfully request an extension for the submission of my assignment titled **[Assignment Title]**, which is currently due on **[Original Due Date]**.

Due to **[briefly state your reason, e.g., unforeseen personal circumstances/illness/heavy academic workload]**, I am unable to complete the assignment by the original deadline. I have been making consistent efforts toward its completion, but unfortunately, these circumstances have hindered my progress.

Therefore, I kindly request an extension of **[number of days/weeks]**, proposing a new submission date of **[Proposed New Date]**. I assure you that I will utilize this additional time to ensure that my work meets the required standards.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding and consideration of my request. Please let me know if you require any supporting documentation or further information.

Thank you very much for your time and attention to this matter.

Yours sincerely,
[Your Name]
[Your Student ID, if applicable]