

Sample Formal Letter Requesting Deadline Extension for Assignment Submission

Your Name

Your Address

City, State, ZIP Code

Email Address

Date

Instructor's Name

Course Title

Institution Name

Institution 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 the assignment for **[Assignment Title or Number]**, which is currently due on **[Original Due Date]**.

Unfortunately, due to **[briefly state the reason, e.g., illness, family emergency, unforeseen circumstances]**, I have been unable to complete the assignment by the stipulated deadline. Despite my best efforts to manage my time effectively, these unforeseen events have temporarily impacted my ability to meet this requirement.

I am sincerely committed to maintaining the quality of my work and believe that a short extension would allow me to deliver an assignment that meets both your expectations and the course standards. Therefore, I kindly request an extension until **[Proposed New Due Date]** to complete and submit the assignment.

I apologize for any inconvenience this may cause and appreciate your understanding regarding my situation. Please let me know if you require any further information or documentation to support my request.

Thank you very much for your time and consideration.

Sincerely,

[Your Name]

[Your Student ID, if applicable]