

**You won't be able to hand your assignment in on time.**

**Write you lecturer asking for an extension. In the letter:**

- **Describe the situation**
  - **Explain why your assignment will be late**
  - **Say when you will be able to hand in your assignment**
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Dear Sir,

Firstly, let me thank you for your diligence towards scientific and, more importantly, cultural promotion of your students.

Meanwhile, I regret to inform you that in spite of all my commitment, unfortunately I cannot manage to submit my assignment on the due date.

As you may already know, senior students, like me, are pretty much overloaded with their assignments at in this time of the year and they have to study for final exams simultaneously. This exigency has left us no time to provide you, professors, with quality work stuff. I myself prefer to take my time preparing something worthwhile rather than just sticking to time tables.

Consequently, I would be grateful if you could extend the deadline for at least ten more days. I guarantee that if you give me such a time, I will come up with something that complies with the very spirit this institution claims it instills.

I look forward to **hearing** from you.

Thanks and best regards,

Behrad Khalaf