

Date: [Insert Date]

To: [Professor's Name]

From: [Your Name]

Student ID: [Your ID Number]

Subject: Assignment Extension Request - [Course Name/Number]

Dear Professor [Professor's Last Name],

I am writing to formally request an extension for the following assignment: [Name of Assignment], which is currently due on [Original Due Date].

As per my formal accommodation profile registered with the [Office of Disability Services/Accessibility Center], I am eligible for flexible deadlines due to a chronic neurological disorder. This condition involves unpredictable flare-ups that significantly impact my cognitive processing, focus, and ability to complete academic work within standard timeframes.

I am requesting a new submission deadline of [Proposed New Date]. This additional time will allow me to manage my symptoms while ensuring the work meets the required academic standards.

I have attached my official Letter of Accommodation for your records. Please let me know if this request is approved or if you require any further information to facilitate this adjustment.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Email Address]