

**Email Writing Class 10**

**Subject: Request for Extension on Science Project Submission**

**To:** Mrs. Smith (teacher@example.com)
**Cc:** Principal Mr. Johnson (principal@example.com)
**Bcc:**

**Dear Mrs. Smith,**

I hope this email finds you well. I am writing to request an extension for the submission of my Science project, which is due on June 10th, 2024. Unfortunately, I have been unwell for the past week, which has significantly affected my ability to complete the project on time.

I understand the importance of meeting deadlines and assure you that I have been working diligently on the project. However, due to my illness, I need a few extra days to ensure that I can submit work that meets your expectations and maintains the standards of our class.

I kindly request an extension until June 15th, 2024, to complete and submit my project. I apologize for any inconvenience this may cause and appreciate your understanding and consideration.

Thank you very much for your time and assistance. I look forward to your favorable response.

**Sincerely,**

Emily Brown
Class 10B
(emily.brown@example.com)