
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)