**Email Writing**

SCENARIO-2:Write an email to professors to request an extension for an assignment.

To: [sheba.george@flame.edu.in](mailto:sheba.george@flame.edu.in)

CC: -

BCC: -

Subject: Request for Deadline Extension.

Respected Ma’am,

I hope you're doing well. I am writing to request an extension for the ‘Extracurricular Activity Tracker*’* assignment, which is due on February 6th. Due to multiple academic deadlines and prior commitments, I am finding it difficult to complete the assignment to the best of my ability within the given timeframe.

I would truly appreciate any flexibility you could offer and would be grateful for an extension until February 9th. I understand the importance of timely submissions and will ensure that I complete and submit a well-prepared assignment within the extended period.

Please let me know if this is possible or if there are any alternative solutions. Thank you for your time and consideration.

Best regards,

Janhavi Ajgaonkar(240535)