**7-Day Extension Email Template**

*Please use the following email template:*

Hello Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am writing to let you know that I will be using my accommodation for ***7-Day Extension on Assignments*** for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ assignment in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_class.

The due date of this assignment is \_\_\_\_\_\_\_\_\_\_\_\_\_\_ so I will submit this assignment on or before \_\_\_\_\_\_\_\_\_\_\_\_\_ (*7 calendar days after the due date*).

Sincerely,

<STUDENT NAME> <STUDENT NUMBER>