

Name – Aman Upadhyay
Class – FYIT Roll no – 132
Subject – IT tools

Practical 4

Requested for Extension of Time for Assignment

sweety@nkc.ac.in

Requested for Extension of Time for Assignment

Respected Maam,

Good Morning

I am Mr. Aman Upadhyay, student of FYIT roll no. 132 writing this mail to apologize for not being able to complete my assignment on time and missing the due date.

I request you to extend the submission date for the assignment. I hope you comprehend. I hereby make sure that i will complete it on time and submit it promptly.

I hope you would be the needful as soon as possible. Looking forward for your positive response.

Thanking you.

Regards,
Aman Santosh Upadhyay
FYIT - 132

SIGNATURE