

2) Email to Professor (Requesting Late Submission)

Subject: Request for Extension on Assignment Submission Due to Illness

Respected Professor,

I hope you are doing well.

I am writing to inform you that I was unwell over the past few days and, as a result, was unable to complete and submit the OPA assignment that was due on 25/6/2025. I have been diagnosed with viral infection and advised to take rest, which restricted my ability to work on the assignment.

I kindly request your permission to submit the assignment at a later date. I assure you that I am working towards completion as soon as possible and will submit it by 30/6/2025.

I sincerely apologize for the inconvenience and appreciate your understanding in this matter.

Thank you very much for your time and consideration.

Sincerely,

Rahul Rana