To: Ivan    
From: Wei Tong    
Subject: request for extension of due date    
Dear Ivan,    
I hope you are doing well.   
My name is Max and I am a student in your EAP class. I am writing to ask if you could move the due date until next week.   
    
Unfortunately, I am behind with his assignment because I got the flu and got a fever yesterday. The walk-in doctor let me take antibiotics. But I still had a fever and felt very tired, so I did not finish my homework.

I would hope to be able to complete this assignment by next week Friday. I hope that you will consider my request and I look forward to hearing from you at your convenience.

Sincerely,    
Max    
EAP 200 student    
301034450

To: Ivan    
From: Your Name    
Subject: permission to take leave from this class today    
Dear Ivan,    
I hope you are doing well.  I am writing to let you know that I need to take a leave from class today.

Yesterday I got a fever, and my body temperature was 39.4 degrees!  
I almost did not sleep. And now I am still feeling very bad!  
So, I must go to the clinic this afternoon!

Thank you for considering my request. Please let me know if you need any additional information.

With Regards,    
Max    
EAP 200 student    
301034450