# **Communication and team-working skills**

## Template for requesting more time for an assignment

**Note:** If you are requesting additional time to complete an assignment, please be aware that:

* lecturers are not obliged to grant students more time to complete assignments
* in some cases, lecturers cannot grant more time even if they would like to (for example, correct answers have already been released or the deadline for uploading grades has passed)
* your request is more likely to be granted if you can provide supporting documentation (for example, evidence of illness)
* some lecturers apply penalties for assignments submitted after the deadline

Feel free to use or adapt this email template to request more time for an assignment. Just insert your own details into **[the fields that look like this]** and copy and paste into a new email. See also our **Guide to emailing University of Galway staff**.

In the **subject field**, type the purpose of your email, for example: Deadline extension

Dear **[Title of the staff member that you are emailing: for example, Professor, Dr, Mr, Ms, followed by their last name]**,

My name is **[first name and last name]** and I am a **[what year]** student in your **[name class – module code and name if possible]** class.

I am emailing you to ask if I may be granted additional time for the **[name of assignment]** due on **[due date of assignment]**. Unfortunately, I am behind with this assignment because **[give reason why you will not complete your assignment on time and attach supporting documentation, if any]**.

I would hope to be able to complete this assignment by **[date]**. I hope you will consider my request and I look forward to hearing from you at your convenience.

Kind regards,

**[First name, last name and student ID number]**