**Extension Template**

(Please copy, paste, and adjust accordingly & include SAS Advisor in the email)

To: (Instructor)

CC: (Your SAS Advisor)

Subject: Extension Request (Course Code Section) (Assignment Name)

Hello (Prof. Name),

My name is (name) and my student number is (student number). I am in your (course, number, section/ex. BIOL 2210 FA) class. As per my accommodation letter emailed to you by Student Accessibility Services (SAS) I have the accommodation of:

* May require time extensions for assignments when linked to disability and/or medical condition; Student to provide extension request to Prof. and SAS

I am requesting an extension for disability-related reasons for (name of the assignment) originally due on \_\_\_\_\_\_\_\_(original due date) and I am proposing an accommodated due date of \_\_\_\_\_\_\_.(not more than 7 days)

* I understand that this proposed accommodated due date must be within seven (7) days of the original due date.

Should you have any questions or concerns regarding this request please do not hesitate to contact my SAS Advisor cc’d on this email.

Thank you in advance for your time and consideration of this extension request. I look forward to hearing from you with your decision.

Thank you,

(Student Name)