

Hello Mom/Dad and Mr. Lucero

Today is _____ (Date) I am writing this email to inform you that I will not be able to turn in _____ (assignment name) on _____ (Due Date) because.... In order to ensure I succeed, I am seeking approval for a one day extension to complete this/these late assignment(s)) by _____ (date you will complete) without late penalty. If the assignment is not turned in by the due date, I will still complete the assignment for the educational experience, but I will not receive credit.

This email is an attempt to help me become more accountable and responsible for my academics. In order for Mr. Lucero to accept my late work, he has asked that you respond to this email indicating you have received it, and are aware of my current performance.

Thank you,
(Your Name)

Email this to jlucero@powayusd.com