

Struggling With an Assignment (No Errors)

Hello *Instructor*,

I'm struggling with *assignment name*. Right now I'm trying to *current goal*. I'm not seeing any error messages.

So far, I've tried *what you've done so far*, but I haven't succeeded. Would you mind taking a look? I've attached my assignment to this message.

Thank you,

Your name

Struggling With an Assignment (With Errors)

Hello *Instructor*,

I'm struggling with *assignment name*. Right now I'm trying to *current goal*. I didn't have any problems with the previous steps.

So far, I've tried *what you've done so far*, but I haven't succeeded. I'm receiving an error message that I don't understand. I think it means *your best guess*. Would you mind taking a look? I've also attached my assignment to this message.

Thank you,

Your name

Requesting an Extension Due to an Emergency

Hello *Instructor*,

I've just learned that *emergency*, and I don't think I'll be able to complete *assignment name(s)* on time. Would it be possible to submit by *the date you'll be able to submit the assignment(s)*?

Thank you for your consideration,

Your name

Requesting an Extension Due to a Planned Event

Hello *Instructor*,

I'm going to be unavailable on *day(s)* due to *event*. Is it possible to receive an extension for *assignment name(s)*? I don't believe I'll be able to complete *it/them* until *the day you'll be able to complete them*. I'm working ahead and will be able to complete the other assignments ahead of schedule.

Thank you for your consideration,

Your name