Dear Dr. [PROFESSORS NAME],

As you may have perceived, I am working diligently in [CLASS\_NAME] to learn as much as I can. However, I recently had a personal issue that has affected my performance.

If I may, I'd like to briefly share it with you. [BRIEFLY\_EXPLAIN\_ISSUE]. [THIS\_ISSUE] has prevented me from [EXPLAIN\_IMPACTS].

I would like to request [YOUR\_REQUEST]. This would allow me to [EXPLAIN]. I understand that this would likely represent more work for you, and I would understand if you decided otherwise.

I would be happy to discuss this further in person.

Thank you for considering my request,