

Graduate Thesis Submission Extension Appeal

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of my graduate thesis titled "[Thesis Title]" which is currently due on [Original Due Date]. Due to [briefly explain reason, e.g., unforeseen circumstances, personal issues, etc.], I am unable to complete my thesis to the best of my ability by the deadline.

I fully understand the importance of adhering to deadlines and have been working diligently towards completing my research. However, due to [provide specific reasons], I find myself in need of additional time to ensure that I can deliver the quality of work that is expected and deserved.

Thank you for considering my request. I am more than willing to discuss this matter further and provide any additional documentation if needed. I look forward to your understanding and support.

Sincerely,
[Your Name]
[Your Student ID]