

# **Subject: Appeal for Extended Deadline for Course Withdrawal**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Department/Office Name]

[University/College Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for an extension on the deadline for my course withdrawal for [Course Name or Course Code] for the [Semester/Year].

Due to [brief explanation of the circumstances that led to your request, e.g., personal hardships, health issues, family emergencies], I find myself in a situation where continuing in this course is no longer feasible.

I understand the importance of deadlines and the policies in place; however, I respectfully request your consideration of my circumstances. An extension would greatly assist me in managing my current situation without affecting my academic record negatively.

Thank you for considering my appeal. I look forward to your understanding and support. Please let me know if you require any additional information.

Sincerely,

[Your Name]

[Your Student ID]