

Application for Extended Course Withdrawal Period

Your Name: [Your Name]

Your Student ID: [Your Student ID]

Course Name: [Course Name]

Today's Date: [Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the withdrawal period for [Course Name], which I am currently enrolled in for the [Semester/Year].

Due to [specific reason, e.g., personal circumstances, health issues, etc.], I find myself in a position where it is challenging to continue in the course at this time. I believe that an extended withdrawal period would provide me with the necessary time to address these issues and consider my academic options moving forward.

I respectfully ask for your consideration regarding this matter and hope to discuss the possibility of an extension at your earliest convenience.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]