

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request additional time for my course withdrawal from [Course Name/Code] due to [brief explanation of the reason, e.g., personal circumstances, health issues].

My original withdrawal deadline is [Original Deadline Date], and I believe that with a little more time, I can make a more informed decision regarding my academic path.

Thank you for considering my request. I appreciate your understanding and look forward to your favorable response.

Sincerely,

[Your Name]

[Your Student ID]