

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Office Name]

[University/College Name]

[University Address]

[City, State, Zip Code]

## **Subject: Request for Extension on Course Withdrawal**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on my withdrawal from the [Course Name] in the [Course Code] for the [Semester/Year]. Due to [briefly explain your reasons e.g., unforeseen personal circumstances, health issues, etc.], I have been unable to finalize my withdrawal within the regular timeline.

Due to these circumstances, I believe that an extension would allow me the necessary time to complete my academic responsibilities without compromising my well-being. I am committed to maintaining my academic performance and believe this option is the best path forward.

I appreciate your understanding and consideration of my request. If you need any additional information or documentation to support my case, please do not hesitate to ask.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Student ID]