

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of extending the withdrawal deadline for [Course Name or Code] for the current semester.

Due to [brief explanation of your situation, e.g., personal challenges, health issues], I am concerned about meeting the current withdrawal deadline. I believe an extension would allow me the necessary time to evaluate my options and make informed decisions regarding my academic progress.

I kindly ask for your consideration of my request and any guidance on how to proceed with this matter. I appreciate your understanding and support.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]