

# Course Withdrawal Deadline Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for my course withdrawal from [Course Name/Code] due to [brief reason for request, e.g., unforeseen circumstances, personal health issues, etc.].

Despite my best efforts to manage my studies, [provide a brief explanation of your situation and any relevant details that support your request]. I believe that a brief extension would allow me the time necessary to adequately address these issues.

I appreciate your understanding and consideration of my request. I am willing to provide any additional documentation if required, and I look forward to your favorable response.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]