

Request for Withdrawal Deadline Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient's Name]

[Recipient's Title]

[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 an extension on the deadline for my withdrawal from [Course/Program Name] due to [briefly explain reason, e.g., unforeseen circumstances, personal issues, etc.].

Understanding the importance of maintaining deadlines, I kindly ask for your consideration in granting me an extension until [proposed new deadline]. This additional time will greatly assist me in managing my situation effectively.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]