

Petition for Late Withdrawal Deadline Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Title/Position]

[Department/Office Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the late withdrawal deadline for my courses during the [insert semester/term] semester.

Due to [briefly explain your reasons, e.g., personal circumstances, medical issues, etc.], I was unable to meet the original deadline. I have thoroughly considered my options and believe that a late withdrawal from my course(s) would be in my best interest for my academic and personal well-being.

I kindly ask for your understanding and consideration of my situation. I am prepared to provide any necessary documentation or further information to support my request.

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

Sincerely,

[Your Name]

[Student ID Number]