

Letter of Request for Extension on Course Withdrawal Deadline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[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 course withdrawal for the [Course Name] course, which is currently due on [Current Deadline Date].

Due to [brief explanation of the reason, e.g., personal circumstances, health issues, etc.], I am unable to meet the current deadline for withdrawal. I believe that an extension would allow me to make a more informed decision regarding my academic progress.

I kindly ask if it would be possible to extend the withdrawal deadline to [Proposed New Deadline]. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]