

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department/Office Name]

[University/Institution Name]

[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 from [Course Name] due to extenuating circumstances that have impacted my ability to complete the necessary process by the original deadline.

Despite my efforts to manage my commitments effectively, I have encountered [briefly explain the reason, e.g., health issues, family responsibilities, etc.], which has made it challenging for me to meet the withdrawal deadline. I believe that an extension would allow me the necessary time to finalize this process without further complications.

I kindly request an extension until [proposed new deadline]. I appreciate your understanding and consideration of my situation. Please let me know if you require any additional information or documentation to support my request.

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

Sincerely,

[Your Name]