

Petition for Extended Deadline on Tuition Payments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Office of Financial Aid

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Financial Aid Officer's Name],

I hope this letter finds you well. I am writing to formally request an extension on the deadline for my upcoming tuition payment due on [insert original due date]. Due to [briefly explain your circumstances, e.g., unforeseen financial difficulties, job loss, medical expenses], I am unable to meet the payment deadline.

I deeply value my education at [University Name] and am committed to continuing my studies. An extension would greatly assist me in meeting my financial obligations without interrupting my academic progress.

I kindly ask for your understanding and consideration of my situation. I am hopeful we can find a way to work together to resolve this matter. Please let me know if there are any forms I must complete or additional documentation you require.

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

Sincerely,

[Your Name]

[Your Student ID Number]