

Summer Session Enrollment Extension Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[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 for my enrollment in the Summer Session at [Institution's Name]. Due to [briefly explain your reason, e.g., unforeseen circumstances, personal commitments], I am unable to complete the enrollment process by the original deadline.

I am deeply committed to [mention your academic goals or importance of the summer session], and an extension would greatly assist me in ensuring that I can participate fully.

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

Sincerely,

[Your Name]