

Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[University/Organization Name]

[Department/Division 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 for the review period of my dissertation titled "[Title of Your Dissertation]." Due to [brief explanation of reasons, e.g., unforeseen circumstances, personal challenges, health issues], I require additional time to complete the necessary revisions and ensure the quality of my work meets the standards expected by the committee.

I understand the importance of adhering to deadlines and have always strived to meet the requirements; however, [further elaboration of your circumstances and their impact on your work]. I believe that an extension of [number of weeks/months] would enable me to refine my dissertation effectively.

I truly value the support and guidance I have received from the committee and aim to produce a dissertation that reflects both my dedication and the standards of [University/Organization Name]. I appreciate your consideration of my request and look forward to your understanding response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Program/Department]