

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Committee Chair's Name
Dissertation Review Committee
University Name
University Address
City, State, Zip Code

Dear [Committee Chair's Name],

I hope this message finds you well. I am writing to formally request a postponement of my dissertation review submission originally scheduled for [original submission date]. Due to [brief explanation of the reason, e.g., unforeseen circumstances, health issues], I am unable to complete the necessary work by the deadline.

I am committed to maintaining the quality of my research and believe that an extension will allow me to meet the expectations of the committee. Therefore, I kindly request a postponement until [proposed new submission date].

Thank you very much for considering my request. I look forward to your understanding and support. Please let me know if you need any further information.

Sincerely,
Your Name
Your Student ID (if applicable)