

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

University Name

Department Name

University Address

City, State, Zip Code

Dear [Recipient's Name/Title],

I hope this letter finds you well. I am writing to formally request an extension for the evaluation period of my dissertation titled "[Dissertation Title]" due to [briefly explain reasons, e.g., unforeseen circumstances, research challenges, etc.].

Despite my best efforts to meet the original deadlines, I have encountered [mention specific issues or challenges], which have hindered my ability to complete the evaluation process on time. I believe that an extended evaluation period would allow me to present a more comprehensive and well-rounded dissertation.

I kindly request an extension of [specific duration you are requesting] to facilitate a thorough review and to ensure the quality of my work. It is my sincere intention to uphold the standards of our esteemed institution, and I believe this extension would greatly benefit the final evaluation of my dissertation.

Thank you for considering my request. I am hopeful for a positive response and am open to discussing this matter at your earliest convenience.

Sincerely,

Your Name

Your Student ID