

# Formal Request to Extend Dissertation Review Timeline

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the review timeline of my dissertation titled "[Dissertation Title]" originally submitted on [Submission Date]. Due to [brief explanation of reason, e.g., unforeseen circumstances, additional data needed, etc.], I believe that a modest extension would allow me to enhance the quality of my work.

I kindly request an extension of [number of weeks or months] to ensure I can address all feedback and further refine my research. Your support in this matter would be immensely appreciated, and I am confident that this additional time will facilitate a more thorough review process.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if we can discuss this matter further.

Sincerely,

[Your Name]

[Your Program/Department]

[Your University]

[Your Email Address]

[Your Phone Number]