

Inquiry for Dissertation Review Extension Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[University/Department Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the review of my dissertation titled "[Dissertation Title]," originally submitted on [Submission Date]. Due to [brief explanation of circumstances], I am unable to meet the initial review timeline.

Understanding the importance of timely submissions, I am seeking your approval for an extension of [number of weeks/months]. I believe that this additional time will allow me to enhance the quality of my work and address the feedback I have received.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you require any further information or documentation.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Program/Department]

[Your Contact Information]