

# Petition for Extended Deadline on Dissertation Review

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Department Name]

[University Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for the review of my dissertation titled "[Insert Dissertation Title]." The original deadline for submission is set for [Insert Original Deadline], but due to [briefly explain reason - e.g., unforeseen circumstances, health issues, etc.], I am unable to meet this timeline.

Given the importance of producing high-quality work that adheres to the standards of our esteemed department, I believe that an extension of [insert desired time frame, e.g., two weeks, one month] would enable me to thoroughly refine my research and ensure its comprehensive presentation.

I appreciate your understanding and consideration of my request. I am committed to upholding the academic integrity of my dissertation and would be grateful for your support in granting this extension. Please let me know if you require any further information or documentation regarding my situation.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program of Study]

[Your Contact Information]