

Request for Dissertation Review Deadline Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[University/Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the review deadline of my dissertation titled "[Dissertation Title]." Due to [brief explanation of the reason for the extension request, e.g., unforeseen circumstances, illness, additional research needed], I am unable to meet the original deadline of [original deadline date].

To ensure the quality of my work, I kindly ask for an extension of [number of weeks/days requested] weeks, which would allow me to complete the necessary revisions and incorporate feedback effectively. I believe that this additional time will significantly enhance the quality of my dissertation.

I appreciate your consideration of my request, and I am more than willing to discuss this matter further if needed.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID]