

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Position]
[Department/Faculty]
[University Name]
[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a leniency in the review dates for my dissertation titled "[Dissertation Title]." Due to [briefly explain the reason, e.g., unforeseen circumstances, health issues, etc.], I am unable to meet the initially agreed-upon timeline.

I understand the importance of adhering to deadlines, and I assure you that I am fully committed to submitting a dissertation that meets the high standards of our program. Consequently, I kindly request an extension of [specific time frame, e.g., two weeks, one month] for the submission of my final draft.

I appreciate your understanding and consideration of my request. Thank you for your support during this time. I look forward to your positive response.

Sincerely,
[Your Name]
[Program Name]
[University Name]