

Request for Additional Time for Dissertation Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request additional time for the review of my dissertation titled "[Dissertation Title]." Due to [briefly explain reason, e.g., unforeseen personal circumstances, health issues, etc.], I believe that an extension would allow me to enhance the quality of my work significantly.

According to the current timeline, my dissertation is scheduled for review on [Original Review Date]. I kindly request an extension of [Number of Weeks/Days] to ensure I can incorporate the necessary revisions and conduct thorough research.

I appreciate your understanding and consideration of my request. Please let me know if you require any further information or documentation regarding my situation.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your University ID]