

Letter of Appeal for Academic Submission Deadline Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Faculty Name]

[University/College Name]

[Address of University/College]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission deadline of [specific assignment, project, or course name] originally due on [original due date].

Due to [briefly explain your reason, e.g., personal circumstances, illness, or unexpected challenges], I find it difficult to meet the original deadline while maintaining the quality of work I strive for. I believe that an extension will allow me to fully convey my understanding and insights on the topic.

I kindly request an extension of [number of days/weeks] to ensure that I can produce work that reflects my academic potential. I am committed to my studies and appreciate your understanding during this challenging time.

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

Sincerely,

[Your Name]

[Your Student ID]