

Notice of Extended Academic Calendar

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name]

Subject: Extended Academic Calendar for [Insert Semester/Year]

Dear [Recipient Name],

We are writing to inform you about the adjustments to the academic calendar for the upcoming [Insert Semester/Year]. Due to [insert reason for extension], the following changes will take effect:

New Academic Calendar Details

- **Start Date:** [Insert New Start Date]
- **End Date:** [Insert New End Date]
- **Key Dates:**
 - Registration Period: [Insert Dates]
 - Examination Period: [Insert Dates]
 - Graduation Date: [Insert Date]

We understand that these changes may affect your plans, and we appreciate your understanding and flexibility. If you have any questions or require further information, please do not hesitate to contact us at [insert contact details].

Thank you for your attention to this matter.

Sincerely,

[Insert Sender Name]

[Insert Sender Title]

[Insert Institution Name]

[Insert Contact Information]