

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my request for an extension on the academic review. I submitted my initial request on [Date of Request], and I wanted to inquire if there have been any updates regarding the decision.

I appreciate your attention to this matter and look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program]

[Your Contact Information]