

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Office Name]

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for my academic review originally scheduled for [original date]. Due to [brief explanation of reason, e.g., personal circumstances, health issues, unforeseen challenges], I am unable to meet the deadline as initially planned.

I have been making every effort to complete the necessary requirements and ensure a thorough review of my work. However, I believe that an extension will allow me to produce a more comprehensive and reflective assessment of my academic progress.

Therefore, I kindly request an extension of [specific time period you are requesting, e.g., two weeks] to complete the review. I am committed to maintaining the quality of my work and appreciate your understanding in this matter.

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

Sincerely,

[Your Name]

[Your Student ID]