

Request for Academic Term Extension

Date: [Insert Date]

To: [Insert Academic Advisor's Name]

[Insert University/College Name]

[Insert Address]

Dear [Insert Academic Advisor's Name],

I hope this message finds you well. I am writing to formally request an extension for the current academic term due to unforeseen family emergencies that have significantly impacted my ability to focus on my studies.

Unfortunately, [briefly describe the family emergency, e.g., "a serious illness has struck a close family member, requiring my immediate attention and support"]. This situation has hindered my capacity to fulfill my academic responsibilities effectively.

Given these circumstances, I kindly request an extension for my term to allow me the time needed to manage these urgent family issues while also maintaining my academic performance. I assure you that I am fully committed to my education and will take all necessary steps to ensure my success.

I appreciate your understanding and support during this challenging time. Please let me know if you require any documentation or additional information regarding my situation.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Program/Department]

[Your Contact Information]