

Request for Academic Term Extension

Date: [Insert Date]

To: [Recipient Name]

Department: [Department Name]

[University/Institute Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally discuss the possibility of extending my academic term in relation to my research project titled "[Project Title]." Due to unforeseen circumstances, including [briefly explain the delays, e.g., lack of access to resources, personal challenges, etc.], I have encountered significant challenges that have hindered my progress.

I have been diligently working to mitigate these issues by [mention any steps taken to address the delays], but I believe that an extension would allow me the necessary time to complete my project to the best of my abilities.

I kindly request a meeting to discuss this matter further and to consider my plea for an extension of [specify duration, e.g., one term, six months, etc.]. I am hopeful for your understanding and support in this challenging time.

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

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Information]

[Your Program/Department]