

# Request for Academic Term Extension

Date: [Insert Date]

To [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient'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 challenges I am facing in my relocation process.

As you may know, I am in the process of moving to [New Location], which has presented several logistical difficulties that were not anticipated. These challenges include [briefly describe specific challenges, e.g., delays in finding housing, issues with moving services, etc.]. As a result, I am finding it increasingly difficult to maintain my academic responsibilities while managing these relocation issues.

Given these circumstances, I kindly request an extension of my academic term to ensure that I can dedicate the necessary time and effort to my studies without compromising my academic performance. I believe that with additional time, I will be able to better adjust to my new environment and engage fully with my coursework.

I appreciate your understanding and consideration of my request. I am more than willing to provide any documentation or additional information you may require to support my case.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Program of Study]

[Your Contact Information]