

Request for Academic Term Extension

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Institution Name]

[Insert Institution Address]

Dear [Insert Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my academic term due to unforeseen financial difficulties that have affected my ability to complete my coursework as planned.

As a dedicated student in the [Insert Program/Department Name], I have always strived to maintain a high standard in my studies. However, due to [briefly explain the financial situation, e.g., loss of a job, medical expenses], I am currently facing significant challenges that hinder my academic progress.

Given these circumstances, I kindly ask for your understanding and support in granting me an extension for the current academic term. This additional time will allow me to stabilize my financial situation and dedicate myself fully to my studies.

Thank you for considering my request. I would be grateful for any assistance you could provide during this difficult time. Please let me know if you require any additional information or documentation to support my request.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]