

Request for Academic Term Extension

Date: [Insert Date]

To: [Insert Academic Advisor/Office Name]

From: [Your Name]

[Your Student ID]

[Your Program/Department]

Dear [Academic Advisor's Name],

I hope this message finds you well. I am writing to formally request an extension for my current academic term due to challenges I have faced that have significantly impacted my academic performance.

Over the past few months, I have encountered [briefly explain your struggles, e.g., personal issues, health problems, etc.], which have hindered my ability to perform at my best academically. Despite my efforts to seek support, I find myself in a position where I need additional time to complete my coursework and improve my grades.

I am committed to my education and understand the importance of maintaining academic standards. I believe that an extension would allow me the opportunity to achieve better results and truly grasp the course material.

I kindly ask for your consideration regarding this matter and would appreciate any guidance you could provide on the next steps in the process. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Contact Information]