

Academic Term Extension Notification

Date: [Insert Date]

To: [Student's Name]

Student ID: [Insert Student ID]

Program: [Insert Program Name]

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you that your request for an academic term extension has been reviewed and approved.

Your new course load adjustment is as follows:

- Approved Courses: [List Approved Courses]
- Credit Hours: [Total Credit Hours]

This extension will allow you additional time to complete your courses effectively and maintain your academic standing.

Please reach out to your academic advisor if you have any questions or need further assistance.

Best regards,

[Your Name]

[Your Position]

[Department Name]

[University Name]

[Contact Information]