

Request for Academic Term Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Department Title]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension of my academic term for personal reasons. As a dedicated student in the [Your Program/Department], I have encountered unforeseen personal challenges that have significantly impacted my ability to meet the academic requirements for the current term.

Despite my best efforts to maintain my progress in my studies, these circumstances have hindered my ability to perform at my full potential. I believe that a term extension would allow me the necessary time to address these issues and complete my coursework to the best of my abilities.

I kindly ask for your understanding and support in granting this request. I am committed to ensuring that I continue my academic journey effectively and would greatly appreciate the opportunity to complete my term successfully.

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

Sincerely,

[Your Name]

[Your Student ID]