

Request for Academic Term Extension

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Institution's Name]
[Insert Institution's Address]

Dear [Recipient's Name],

I am writing to formally request an extension for my current academic term due to work commitments that have unexpectedly increased during this period. As a [your program and year, e.g., "Master's in Business Administration, second-year student"], I have been dedicated to maintaining my academic performance; however, the demands of my job require my immediate attention.

I am seeking an extension until [insert desired extension date] to ensure that I can meet the requirements of my coursework and assignments without compromising the quality of my work. I sincerely believe that this additional time will enable me to balance my professional obligations and educational goals effectively.

Thank you for considering my request. I am willing to discuss this matter further and provide any documentation that may support my case. I look forward to your understanding and support.

Sincerely,
[Your Name]
[Your Student ID]
[Your Program]
[Your Contact Information]