

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

Graduate School Admissions Office
University Name
University Address
City, State, Zip Code

Dear Admissions Committee,

I hope this letter finds you well. I am writing to formally request an extension on my application for the [specific program] at [University Name] for the [academic term/year]. Due to [specific reasons, e.g., unforeseen personal circumstances, illness, etc.], I am unable to submit my application materials by the original deadline of [original deadline date].

I am committed to furthering my education and believe that your program is an excellent fit for my career goals. I kindly request an extension up until [requested new deadline] to ensure that I can submit the highest quality application possible.

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

Sincerely,
Your Name