

# Request for Extension on Double Degree Program Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension regarding the offer for the double degree program in [Program Name] at [Institution Name], which I received on [Date of Offer].

Due to [brief explanation of reasons, e.g., personal circumstances, further research needed, etc.], I would appreciate your consideration in granting me additional time to finalize my decision.

I believe that taking this additional time will allow me to make an informed choice that aligns with my academic and professional goals. I am genuinely interested in the program and wish to give it the careful consideration it deserves.

Thank you for considering my request. I look forward to your understanding and hope to hear from you soon.

Sincerely,

[Your Name]