

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization 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 of my participation in the [Name of the Program] international exchange program.

Due to [brief explanation of reasons for the request, e.g., unforeseen circumstances, academic opportunities, personal growth], I believe an extension would greatly enhance my experience and contributions to both the program and my home institution.

I am committed to maintaining all required standards and fulfilling my obligations during this extended period. I kindly request your consideration of my application for an extension until [proposed new end date].

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

Warm regards,

[Your Name]

[Your Student ID]

[Your Program/Field of Study]