

Conditional Admission Request for Extension

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension regarding the conditional admission requirements for [Specify Program/Department] at [Institution's Name]. My initial admission was granted on [Insert Admission Date], with conditions set forth that are due on [Insert Due Date].

Unfortunately, due to [State Reason for Requesting Extension], I am unable to fulfill these requirements by the original deadline. I have been working diligently to meet these conditions, including [Briefly Mention Actions Taken], but [Explain Any Complications/Challenges Faced].

Given the circumstances, I kindly request an extension until [Proposed New Deadline] to fulfill the necessary conditions. I am committed to maintaining my standing and contributing positively to [Institution's Name], and I believe that this extension will allow me to meet the expectations set forth.

Thank you for considering my request. I am happy to provide any additional information or documentation you may need. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]