

Request for Extension on Thesis Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[University/Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on my thesis submission deadline originally set for [original deadline date] due to significant health issues that have impeded my progress.

Despite my best efforts to manage my workload, I have encountered unforeseen health challenges that have hindered my ability to complete my thesis to the standard I aspire to. To ensure that I maintain the integrity of my research and provide quality work, I kindly request an extension of [number of weeks/months needed] to finalize my thesis.

I have attached medical documentation for your reference and support of my request. I appreciate your understanding and consideration of my circumstances.

Thank you for your time, and I look forward to your favorable response.

Sincerely,

[Your Name]

[Your University ID]