

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[University/Department Name]

[University Address]

[City, State, Zip Code]

Subject: Request for Extension on Thesis Submission Deadline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on my thesis submission deadline, originally due on [original due date]. Due to unforeseen family emergencies, I am unable to complete my thesis to the best of my ability by the original deadline.

The circumstances have been quite challenging, and I believe that an extension of [number of weeks] would allow me the necessary time to finalize my research and present a more comprehensive thesis. I am committed to maintaining the quality of my work and your understanding during this time would greatly assist me.

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

Sincerely,

[Your Name]

[Your Student ID]