

# Application for Thesis Submission Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Title/Position]

[Department]

[University 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 for the submission of my thesis, titled "[Thesis Title]," originally due on [Original Due Date]. Due to unforeseen personal challenges that have significantly impacted my ability to work effectively on my research, I am unable to meet the deadline.

Over the past few weeks, I have faced [briefly outline personal challenges without too much detail], which have hindered my progress. Despite my best efforts to manage my time and responsibilities, I find myself in need of additional time to ensure that my thesis meets the high standards expected by the department.

I kindly request an extension of [number of weeks/months] to complete my thesis. I believe this additional time will allow me to produce a comprehensive and well-researched document. I assure you that I remain committed to my academic responsibilities and will utilize this extension wisely.

Thank you for considering my request. I would be grateful if we could discuss this matter further at your earliest convenience. I appreciate your understanding and support during this challenging time.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]