

Request for Extension on Thesis Submission

Dear [Advisor's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of my thesis, originally due on [original due date]. I have encountered some unexpected time management difficulties that have hindered my ability to complete my work to the best of my abilities within the original timeline.

Despite my efforts to adhere to the schedule, I have faced [briefly explain the difficulties encountered, e.g., personal issues, research challenges, or other commitments]. As a result, I believe that an extension would enable me to enhance the quality of my research and deliver a comprehensive thesis.

I kindly ask for an extension of [number of days/weeks you are requesting], which I believe will be sufficient to finalize my work. I am committed to maintaining open communication and ensuring I meet the new deadline effectively.

Thank you for considering my request. I appreciate your understanding and support in this matter.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program/Department]

[Your Contact Information]