

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's 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]. Unfortunately, due to unforeseen circumstances [briefly explain the circumstances, e.g., medical issues, family emergencies], I am unable to meet the deadline.

Given these circumstances, I kindly ask for an extension of [number of weeks/months] to complete my thesis. I believe that with this additional time, I can produce work that meets the standards of our program.

Thank you for considering my request. I am happy to provide any documentation if required, and I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Student ID]