

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending the submission deadline for my thesis, titled "[Thesis Title]." Due to unforeseen research-related delays, I am concerned that I may not be able to meet the current deadline of [Current Deadline Date].

These delays were caused by [briefly explain reasons, e.g., lack of data, equipment issues, etc.]. I have been actively working on this issue and believe that an extension would allow me to produce a thesis that meets the academic standards of our program.

Could you please let me know if there is a formal process for requesting an extension? I would greatly appreciate your guidance on this matter.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]