

# Request for Extension on Thesis Submission

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Department/University Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on my thesis submission, originally due on [Insert Due Date], due to unforeseen funding issues that have impacted my ability to complete my research on time.

Despite my best efforts to secure the necessary funding, I encountered unexpected delays that have hindered my progress. I am committed to producing a high-quality thesis and believe that a brief extension would allow me to complete my work to the best of my ability.

I kindly request an extension of [Insert Duration of Extension Required] to submit my thesis. I appreciate your understanding and support in this matter and am willing to discuss this further if needed.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Program and Year]

[Your Contact Information]