

Petition for Thesis Submission Extension

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Title or Position]
[Department]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension for the submission of my thesis, originally due on [Original Due Date]. Due to unforeseen academic workload challenges, I am unable to complete my thesis to the standards I aspire to by the given deadline.

Over the past few months, I have encountered [briefly explain the challenges, e.g., increased coursework, personal issues, or health problems], which have significantly impacted my ability to focus on my thesis work. I have been dedicated to maintaining my academic responsibilities, but the combination of these factors has created an overwhelming situation.

I am therefore respectfully requesting an extension of [number of weeks/months requested for the extension] to allow me adequate time to finalize my research and writing. This extension will help ensure that I can deliver a comprehensive and high-quality thesis.

I appreciate your consideration of my request and am willing to discuss this matter at your earliest convenience. Thank you for your understanding.

Sincerely,

[Your Name]
[Your Student ID]
[Your Program/Department]