

Request for Extension on Thesis Submission

Date: [Insert Date]

To,
[Recipient's Name]
[Department Name]
[University Name]
[University Address]

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]" which is currently due on [Original Due Date]. Due to unforeseen personal circumstances, I am unable to complete my thesis to the best of my ability within the original timeframe.

Despite my efforts to adhere to the timeline, [briefly describe personal circumstances]. I believe that an extension would allow me to maintain the quality of my work that I strive for and fulfill the academic standards of our university.

I kindly request an extension until [Proposed New Due Date]. I am committed to ensuring that my thesis meets the required standards and I appreciate your understanding and consideration in this matter.

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

Sincerely,
[Your Name]
[Your Student ID]
[Your Program/Department]
[Your Contact Information]