

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

[Recipient's Name]  
[Recipient's Title]  
[University/Institution Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extension of BTech Program

I hope this letter finds you well. I am writing to formally request an extension for my BTech program, which is currently scheduled to conclude on [Original Completion Date].

Due to [briefly explain reason for the request, e.g., personal circumstances, health issues, academic challenges], I have faced difficulties that have impacted my progress. As a result, I believe that an extension of [number of months/semesters] would provide me with the opportunity to successfully complete my degree requirements.

I assure you that I am committed to my studies and am taking proactive steps to [mention any actions you are taking to address your situation, e.g., seeking academic assistance, managing time effectively].

I kindly request your understanding and support in granting this extension. I am happy to provide any additional information or documentation if required.

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

Sincerely,

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