[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
[University/College Name]
[University Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
Subject: Request for Extension of B.Tech Program
I hope this message finds you well. I am writing to formally request an extension for the completion of my B.Tech program in [Your Major/Field] due to [brief explanation of your reason, e.g., unforeseen personal challenges, health issues, etc.].
I have been enrolled in the program since [Start Date], and my Student ID is [Your Student ID]. Despite my best efforts to maintain my academic standing, [briefly elaborate on your situation and its impact on your studies].
In light of these circumstances, I respectfully request an extension of [specific duration, e.g., one semester, one year] to complete my degree requirements. I believe this additional time will allow me to achieve a satisfactory level of understanding and performance in my courses.
I appreciate your consideration of my request and am willing to discuss this matter further at your convenience. Thank you for your understanding and support.
Sincerely,
[Your Name]
[Your Student ID]
[Your Program and Year]