

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

The Registrar
Jawaharlal Nehru Technological University
[University Address]
[City, State, Zip Code]

Subject: Request for Extension

Dear [Registrar's Name],

I hope this letter finds you well. I am [Your Name], a student of [Your Program/Department] at JNTU, with Roll Number [Your Roll Number].

I am writing to formally request an extension for [specific request, e.g., submission of my thesis, project work, etc.] due to [briefly explain the reason for the request, e.g., health issues, family emergencies, academic workload, etc.].

I have been working diligently on my project, but [provide a brief explanation of any challenges faced]. I believe that with a little additional time, I can enhance the quality of my work and meet the standards expected by the university.

I kindly ask you to consider my request for an extension until [proposed new deadline]. I assure you that I will use this time effectively to complete my work to the best of my ability.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Roll Number]

[Your Program/Department]