

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[University/Department Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Late Submission of Thesis

I hope this letter finds you well. I am writing to formally request an extension for the submission of my thesis titled "[Thesis Title]," which was originally due on [Original Due Date].

Due to [briefly explain your reason, e.g., unforeseen circumstances, health issues, etc.], I am unable to meet the deadline. I have made significant progress on my research and am committed to producing a high-quality thesis.

I kindly request an extension of [number of days/weeks] to complete my work. I believe this additional time will allow me to enhance my research and ensure compliance with the academic standards of [University Name].

Thank you for considering my request. I am looking forward to your understanding and support. Please let me know if you need any additional information.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Department]