

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[University/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Request for Extension of OGP Scholarship  
I hope this letter finds you well. I am writing to formally request an extension for my OGP scholarship, which is currently set to expire on [original expiration date].  
Due to [brief explanation of your situation, e.g., unforeseen circumstances, academic challenges, personal issues], I am unable to complete my program within the stipulated time frame.  
I have made significant progress towards my degree, and I am committed to [mention your academic goals or any completed milestones]. Hence, I kindly ask for an extension of [desired extension time frame] to allow me to fulfill the requirements of the scholarship program.  
I appreciate your understanding and consideration of my situation. I am more than willing to provide any additional information or documentation needed to support my request.  
Thank you for your attention to this matter. I look forward to your positive response.  
Sincerely,  
[Your Name]  
[Your Student ID] (if applicable)