

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

[Recipient's Name]
[Recipient's Title]
[Institution's Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extension of SGPA Program

I hope this message finds you well. I am writing to formally request an extension for my [specific program name] under the SGPA due to [briefly state your reason for the request, e.g., personal circumstances, academic challenges, etc.].

I have been committed to my studies and have made significant progress in the program, but [provide additional details about your situation and why an extension is necessary].

I kindly request an extension of [specific duration] to complete the required coursework and projects. I believe this additional time will allow me to fully grasp the materials and meet the program's standards. I am dedicated to maintaining the quality of my work and hope to continue my academic journey without compromising my performance.

Thank you for considering my request. I am looking forward to your positive response and am willing to discuss this matter further if needed.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]