

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

Dear [Admission Officer's Name],

Subject: Request for Extension of Admission Deadline

I hope this message finds you well. I am writing to formally request an extension for my admission application to [University Name] for the [term/year] semester. Due to [briefly explain your reason, e.g., unforeseen circumstances, personal issues, financial difficulties], I am unable to complete my application by the original deadline of [original deadline date].

I am very eager to join [University Name] and believe that it would greatly enhance my educational and personal growth. An extension would allow me the necessary time to ensure that my application is thorough and reflects my true potential.

I appreciate your understanding and consideration of my request. I am hopeful for a positive response and am willing to provide any additional information you may require.

Thank you very much for your time.

Sincerely,

[Your Name]  
[Your Application ID, if applicable]