

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

Dear [Recipient's Name],

Subject: Request for Extension on Dissertation Submission

I hope this message finds you well. I am writing to formally request an extension for the submission of my dissertation titled "[Title of Your Dissertation]," originally due on [Original Due Date].

Due to [briefly explain reason for late submission, e.g., unforeseen personal circumstances, research delays, health issues], I am unable to complete my dissertation by the original deadline. I have made significant progress and am committed to delivering a high-quality piece of work.

I kindly request an extension of [number of weeks/months] to enable me to finalize my research and ensure that I meet the academic standards required. I believe this additional time will allow me to [mention specific improvements you aim to make].

Thank you for considering my request. I greatly appreciate your understanding and support. Please let me know if you need any further information or documentation regarding this matter.

Sincerely,

[Your Name]
[Your Student ID]
[Your Program/Department]