

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

Dear [Recipient Name],

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

Due to [brief explanation of the reasons for the delay, such as unforeseen circumstances, personal challenges, etc.], I have been unable to complete my thesis on time. I am committed to maintaining the quality of my work and believe that additional time will allow me to meet the academic standards required by the program.

I kindly request an extension of [number of days/weeks] and hope to submit my thesis by [Proposed New Due Date]. I appreciate your understanding and consideration in this matter.

Thank you for your time, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID] (if applicable)