

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

[Recipient's Name]  
[Recipient's Position/Title]  
[Department/Faculty Name]  
[University Name]  
[University Address]

Subject: Request for Extension of Thesis Submission Deadline

Dear [Recipient's Name],

I am writing to formally request an extension for the submission of my thesis, entitled “[Thesis Title]”, which is due on [Original Submission Date].

During the course of my research, I have encountered unforeseen research constraints that have significantly impacted the progress and timely completion of my thesis. Specifically, I have faced challenges such as limited access to essential resources and literature, as well as unavoidable delays in data collection due to [briefly specify reason-e.g., laboratory closures, participant recruitment difficulties, travel restrictions, etc.]. Despite my diligent efforts to address these obstacles and maintain the proposed timeline, these factors have impeded my ability to finalize the research to the expected academic standards.

In order to submit a comprehensive and high-quality thesis that meets the requirements of the department, I respectfully request an extension of [number of weeks/months] beyond the original deadline. I am fully committed to ensuring that my work upholds the standard of excellence expected by the university and am confident that this additional time will allow me to overcome the current constraints and complete a thorough analysis.

I appreciate your understanding of my situation and would be grateful for your favorable consideration of my request. Thank you very much for your time and support. Please let me know if you require any further information or documentation regarding these research constraints.

Sincerely,  
[Your Name]  
[Student ID Number, if applicable]