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14 November 2026

The Dean of the Graduate School
Example University
1 University Square, Springfield

Request to extend the thesis submission deadline

Dear Dean,

I am a doctoral candidate in the Department of Physics, and my thesis is due on 15 December 2026. I am writing to ask for an extension of six weeks, to 26 January 2027.

The reason is a fault in the cryostat that our group shares, which stopped my last set of measurements for five weeks in the autumn. The equipment has been repaired and the measurements are now complete. My supervisor, Professor Sam Reader, supports this request and has written separately.

With the extension I would keep to this plan:

1. finish the analysis chapter by 12 December;
2. send the full draft to my supervisor by 9 January;
3. submit the thesis by 26 January.

Thank you for considering this. I am glad to provide anything else you need.

Yours sincerely,

Jane Author

Enclosures:

- Equipment fault report, 3 October 2026
- Letter of support from Professor Sam Reader