

Deadline Extension Approval

Subject: Thesis Completion Extension Granted

Dear [Student Name],

Following your request for an extension dated [Date], I am pleased to inform you that your thesis completion deadline has been extended from [Original Date] to [New Date].

This extension is granted based on the circumstances you outlined in your application, including [Brief Reason]. Please note that this is a one-time extension, and no further extensions will be considered except under exceptional circumstances.

During this extended period, you are expected to:

- Meet monthly with your thesis advisor
- Submit progress reports by the 15th of each month
- Maintain active enrollment status
- Complete all required coursework if pending

Please confirm receipt of this approval and provide an updated timeline for your thesis completion by [Date].

We look forward to your successful thesis defense.

Sincerely,

[Graduate Studies Director]

[Institution Name]

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