

THIS IS A TEMPLATE.

12th May 2008

Practicum Coordinator
Arthur Lok Jack Graduate School of Business
Max Richards Drive
Uriah Butler Highway NW
Mount Hope

Dear Sir/Madam

Re: Extension request

Paragraph 1 – I wish to apply for an extension to my practicum deadline date of.....

Paragraph 2 – The reason (s) for my request are as follows:

STATE YOUR REASONS HERE.

Paragraph 3 – State the name of your advisor and whether you have collaborated with him/her about seeking an extension.

Paragraph 4 – Hence, I wish to request an extended deadline date of

Yours faithfully

Your Name
Programme and Cohort