

Professional Email Writing for Students

Subject Line: Formal Request for Extension on Capstone Project for International Relations 410

Dear Dr. Eleanor Hayes,

I trust this message finds you well. I am writing to you not only as a committed student of your International Relations 410 course but also in a bid to resolve an unforeseen predicament that has significantly impacted my ability to deliver the standard of work that I hold myself to, particularly concerning our capstone project due on June 3rd.

Throughout this semester, I have thoroughly enjoyed exploring the complexities of global policy frameworks and their implications on international diplomacy, an experience that has been greatly enriched by your insights. The capstone project has provided a valuable opportunity for a deeper investigation into the United Nations' role in conflict resolution, a topic I chose due to its relevance and my personal passion for peace studies.

Unfortunately, a cascade of unexpected events has disrupted my final stages of project development. Two weeks ago, I sustained a minor injury while on a hiking trip, resulting in a fractured wrist. This incident has drastically reduced my typing speed and efficiency, slowing down my research and writing process significantly. Concurrently, there has been a critical illness in my family requiring my immediate and ongoing attention, further dividing my time and focus.

These challenges have come at a time when intensive concentration and effort are required to ensure that my project meets the academic rigor and analytical depth expected. Therefore, I am requesting an extension of three weeks, proposing a new deadline of June 24th. This adjustment in the timeline would

provide me with the necessary leeway to recuperate physically and support my family, while also allowing me to complete my project with the diligence it demands.

The additional time would specifically be used to finalize my analysis of the UN's intervention strategies in the Syrian conflict, incorporating recent developments and academic debates that are critical to my thesis. I am committed to producing a comprehensive and well-argued paper that not only reflects the learning objectives of our course but also contributes meaningfully to the discourse on international relations.

I fully understand the implications of such a request on your schedule and the grading timeline, and I am prepared to submit periodic progress reports if you deem them necessary. I appreciate the consideration you extend to student circumstances and am hopeful for a favorable consideration of my situation.

Thank you very much for your understanding and support. I am eager to discuss this request further and am available for a meeting at your earliest convenience, whether in person or via any digital platform that suits you.

With deepest respect and regards,

Jonathan Miller

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