Dear,

I am writing this letter in order to ask for an exceptional extension of one year in order to be able to finish my doctorate degree.

The reason for this extension is that I have officially started my PhD on the 4th of May 2012, which was at the end of the academic year 2011/2012. Registering the academic year 2014/2015 would qualify me to start my actual third year of the PhD.

I am expecting to finish on time with a planned defense data in June 2015.

I would appreciate you granting me this extension.

Best Regards

Ahmad Assaf