

Date : _____
To : _____
From : Lecturer/Facilitator
Re : EXTENSION OF DEADLINE FOR ASSIGNMENTS
Course : _____
CC : Registrar's Office

Dear _____

Thank you for submitting a written request for an extension of deadline in submitting your assignments.

The reason(s) you have given is (are) **valid / invalid**, therefore you will be **granted / refused** an extension up to the date of _____ .

Approved by _____ .

Name of Lecturer/Facilitator