Student Name,

Department of Electrical & Information Engineering,

University of Nairobi,

P.O. Box 30197 - 00100,

Nairobi.

Email: students@students.uonbi.ac.ke

Phone: 0722 12 34 56

Tuesday, 29 July 2025

To:

**The Deputy Vice-Chancellor – Academic Affairs,**

University of Nairobi.

Through:

**The Dean,**

Faculty of Engineering,

University of Nairobi.

Through:

**The Chairman,**

Dept. of Electrical & Information Engineering,

University of Nairobi.

Dear Sir/Madam,

**RE: REQUEST FOR EXTENSION FOR PROVISIONAL REGISTRATION**

**NAME: STUDENT NAME REGISTRATION NUMBER: F80/1234/2020**

I am writing to request for provisional extension of registration for my Doctor of Philosophy programme in Electrical Engineering. I joined the university in 2019 and did not receive my letter for full registrations due to bla… bla.. bla… I intend to finish in (add duration in months not exceeding twenty four months). I will pay all the necessary extension fees and commit to finishing the thesis within the stipulated time.

I am writing this letter to request that my provisional registration be extended as I look forward to full PhD registration.

Thank you.

Yours sincerely,

Student Name,

Student - PhD Electrical Engineering.