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 Chairman,**

Department of Electrical & Information Engineering,

Through:

**Supervisor Name,**

Department of Electrical & Information Engineering,

University of Nairobi.

Dear Sir,

**RE: REQUEST FOR EXTENSION – STUDENT NAME - FEE6/1234/2025**

I am writing to request for extension of studies for my Master’s programme. I intend to finish in (add duration in months not exceeding twelve months). The reason for the delay has been bla….bla… bla… . I will pay all the necessary extension fees and commit to finishing the thesis within the stipulated time.

Thank you.

Yours sincerely,

Student Name,

Student - MSc.