

Your Name

M.Tech (Data Science) applicant

Your Address
Kochi 682020
+91 98xxx xxxxx
yourname@email.com

Ref: Application No. XXXXX

Date: 14 April 2026

The Admissions Committee
Department of Computer Science
University Name

Subject: Request for extension of the deadline to submit final-semester mark sheet

Dear Members of the Committee,

I have been offered provisional admission to the M.Tech (Data Science) programme (Application No. XXXXX). The offer asks me to submit my final-semester mark sheet by 15 July 2026.

My university has announced that final-semester results will be declared only on 25 July 2026. I have attached the official notice and my provisional certificate showing seven semesters with a CGPA of 8.6.

I kindly request an extension until 5 August 2026 to submit the mark sheet, so that I may keep my seat. I will send the document as soon as it is issued.

Yours sincerely,

Your Name

Application No. XXXXX