**Subject:** Request for No-Cost Extension—SURF Project

Dear Mr. Morgan,

I am writing to respectfully request a no-cost extension for my Student Undergraduate Research Fellowship (SURF) project, titled "[Project Title]", conducted under the mentorship of [Faculty Mentor’s Full Name] at [University Name].

Due to [briefly describe the extenuating circumstance—e.g., health issues, delayed access to materials, research site closures, cancellation/postponement of conference, etc.], I have encountered an unexpected delay in completing the full scope of my project within the originally approved timeline. I am committed to finishing the work with integrity and producing a final report that reflects the quality expected by the program.

I am requesting a short extension of [insert proposed new end date], which I believe will provide sufficient time to complete the necessary activities and submit my final report.

Please let me know if any additional documentation is required.

Thank you very much for your time and understanding, and for your continued support of undergraduate research in Arkansas.

Sincerely,
[Student Full Name]
[University Name]
[Email Address]
[Phone Number, optional]