

[Academic Institution's letterhead]

To:
PRME Secretariat
United Nations Global Compact Office
685 3rd Avenue, 12th Floor
New York, New York 10017

[Date]

To our stakeholders:

We recognize that a key requirement for participation in PRME initiative is the publishing of the biennial Sharing Information on Progress (SIP) report, which comprises a letter signed by the highest executive of the organization, a description of practical actions, an assessment of outcomes and key objectives.

We are late in drafting and submitting our SIP report due to [...]

We hereby ask for an extension period in order to be able to complete the report that describes our institution's efforts and progress to implement the Six Principles of PRME. Our new SIP report will be submitted to PRME website by [enter date here, max. 90 days from SIP report deadline] at the latest.

Sincerely yours,

[Signature]

Letter should be signed by academic institution's point of contact or other PRME representative

[Name Mr./Ms. _____]

[Title]