

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally apply for the [Job Title] position listed on [Job Board/Company's Website]. I am very enthusiastic about the opportunity to contribute to [Company's Name] with my skills and experiences.

Unfortunately, I am currently unable to submit my transcripts with this application. [Briefly explain reason, e.g., "Due to unforeseen circumstances, my transcripts are temporarily unavailable."]. However, I assure you that I can provide them by [expected date] or upon request.

Thank you for your understanding. I look forward to the opportunity to discuss my application and how I can contribute to your team.

Sincerely,

[Your Name]