

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my interest in the [Job Title] position at [Company's Name]. Unfortunately, due to unforeseen circumstances, I was unable to submit my application by the initial deadline of [Original Deadline Date].

Despite these challenges, I am very enthusiastic about the opportunity to contribute to your team and would appreciate your consideration of my application. I believe my skills in [Your Skills/Experience] align well with the requirements of the role.

Thank you for understanding, and I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]