

## **Subject: Delay in University Application Submission**

Date: [Insert Date]

Dear [Admission Office/Specific Person's Name],

I hope this message finds you well. I am writing to inform you about a delay in my application for the [Program Name] for the [Term/Year]. Due to [brief reason for the delay, e.g., unforeseen personal circumstances, technical issues, etc.], I am unable to submit my application by the original deadline of [Insert Deadline].

I understand the importance of adhering to deadlines and sincerely apologize for any inconvenience this may cause. I am taking all necessary steps to complete my application as soon as possible and anticipate that I will be able to submit it by [Insert New Date].

Thank you for your understanding and patience regarding this matter. Please let me know if there are any forms or processes I need to complete regarding this delay.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Address]

[Your Application ID (if applicable)]