

College Entrance Exam Application - Late Submission Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[College/University Name]

[Office of Admissions]

[College Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of my application for the college entrance exam scheduled for [insert exam date]. Due to [briefly explain your reason, e.g., unforeseen circumstances, a family emergency, etc.], I was unable to complete my application by the original deadline of [insert deadline].

I have been diligently preparing for this exam and am very eager to pursue my education at [College/University Name]. I kindly ask for your understanding and consideration in allowing me to submit my application by [insert new proposed deadline].

Thank you for considering my request. I appreciate your time and support. I look forward to your favorable reply.

Sincerely,

[Your Name]