

Letter of Explanation for Delay in Application Deadline

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Institution/Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally explain the delay in the submission of my application for [specific program/position]. The deadline was originally set for [insert date], and I regret any inconvenience this delay may have caused.

The reason for the delay is [briefly describe the reason, e.g., unforeseen personal circumstances, illness, technical issues]. I have been working diligently to gather the required materials and ensure my application reflects my capabilities and qualifications.

Thank you for your understanding and consideration of my situation. I sincerely apologize for any disruption this may have caused, and I am committed to submitting my application by [new proposed deadline].

Should you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]