

Permission Request for Late Application Submission

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request permission to submit my application for [specific program or position] after the deadline of [original deadline date]. Due to [briefly explain reason for delay, e.g., unforeseen personal circumstances or illness], I was unable to complete my application on time.

I am very enthusiastic about the opportunity to [briefly describe the program/position and your interest], and I believe that my qualifications and experiences align well with the requirements.

If granted an extension, I assure you that I will complete my application promptly and to the best of my ability. Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]