

Formal Appeal for Extended Submission of Immunization Records

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Title
Institution Name
Institution Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal for an extension to submit my immunization records, which are required by your institution.

Due to [reason for delay, e.g., unforeseen circumstances, personal issues, medical reasons], I was unable to gather the necessary documents by the original deadline of [insert original deadline]. I understand the importance of maintaining compliance with immunization requirements, and I am committed to fulfilling this obligation.

I kindly request an extension of [number of weeks/days you need] to provide the necessary immunization records. I believe this additional time will allow me to secure the required documents and ensure that my compliance is fully met.

Thank you for considering my request. I appreciate your understanding and support in this matter. I am eager to move forward and comply with all requirements. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Sincerely,
Your Name