

Request Letter for Extension of Deadline for Document Submission

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

To,
The Admissions Office
[University Name]
[University Address]
[City, State, ZIP Code]

Subject: Request for Extension of Deadline for Document Submission

Dear Sir/Madam,

I am [Your Name], an applicant for [Course/Program Name], application number [Application Number/ID], at your esteemed university. I am writing to respectfully request an extension of the deadline for submitting the required documents, which is currently set for [Original Deadline Date].

Unfortunately, due to [briefly state reason – e.g., unforeseen personal circumstances / delay in obtaining transcripts / other relevant reason], I am unable to gather and submit the necessary documents before the stipulated deadline. I have already taken steps to obtain the required documents and anticipate being able to submit them by [Proposed New Deadline, e.g., two weeks from the original date].

I sincerely apologize for any inconvenience this may cause and assure you that I am making every effort to resolve this matter promptly. I kindly request your consideration and approval for this extension so that I may complete the admission process without difficulty.

Thank you very much for your attention and understanding. I am looking forward to your positive response.

Yours faithfully,
[Your Name]