

Late Application Request Letter

Subject: Request for Late Application Consideration - [Your Name]

Dear Admissions Office,

I am writing to respectfully request consideration of my application to [University Name] despite the [application deadline] having passed. I understand this is an unusual request, but extraordinary circumstances prevented me from submitting my application by the deadline.

[Brief, honest explanation of circumstances - medical emergency, family crisis, technical difficulties, etc.]. These circumstances were completely beyond my control and occurred during the final weeks before the application deadline. I have attached documentation to verify this situation.

[University Name] has been my dream school since [time period]. Your [specific program/feature] aligns perfectly with my academic interests and career goals. I have spent considerable time preparing my application materials, including [mention key components like essays, recommendations].

My academic credentials include [GPA, test scores, key achievements], and I believe I would be a strong addition to your incoming class. Despite this setback, my commitment to attending [University Name] remains unwavering.

I understand if late applications cannot be accommodated, but I would be immensely grateful for any consideration you might extend. I am prepared to complete any additional requirements or provide further documentation as needed.

Thank you for your understanding and consideration of my circumstances.

Respectfully,

[Your Full Name]

[Contact Information]

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