

Request Letter for Delay in Submitting Documents

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Sample Request Letter for Late Submission of Documents

From:

Robin Smith

5-4, Richmond Towers

New York

Date: February 19th, 2022

To,

Mr. Adam Jacob

Human Resource Manager

Zenith Technologies

New York

Sub: Request for Delay in Submission of Documents

Dear Sir,

I am writing this letter in reference to your letter dated January 30th, 2022. I would like to inform that there will be a delay in submitting my documents that were requested to complete the recruitment process for the profile of Marketing Executive with your company. This is because all my documents caught fire because of a fire breakout at my residence. Due to the accident, I have lost all important documents that include my educational and experience certificates.

Therefore, I am writing this letter to request you to consider my situation and grant me some more time as I am arranging for the duplicate copies of the same from the respective institutions. I have already submitted the request letters to my university as well as my previous companies to grant me a duplicate copy of my certificates and I shall receive the documents by the end of this week.

I hope you will understand my situation and will grant me an extension of time for submitting these documents.

Thank you for consideration.

Sincerely,

Robin Smith

Source: www.yourhrworld.com

Sample Letter For Delay In Submitting Documents

R Barnett



Sample Letter For Delay In Submitting Documents:

Unveiling the Power of Verbal Art: An Emotional Sojourn through **Sample Letter For Delay In Submitting Documents**

In a global inundated with monitors and the cacophony of instantaneous interaction, the profound energy and mental resonance of verbal art often diminish in to obscurity, eclipsed by the constant onslaught of sound and distractions. Yet, situated within the musical pages of **Sample Letter For Delay In Submitting Documents**, a fascinating function of fictional brilliance that impulses with organic thoughts, lies an unforgettable trip waiting to be embarked upon. Composed by a virtuoso wordsmith, this magical opus courses viewers on a psychological odyssey, delicately exposing the latent possible and profound affect stuck within the complicated web of language. Within the heart-wrenching expanse with this evocative examination, we will embark upon an introspective exploration of the book is main styles, dissect its captivating publishing style, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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