

Request Letter for Delay in Submitting Documents

Shared below is the sample [letter for delay in submitting the documents](#). You can use this format for drafting a customized letter that suits your subjective situation.

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

ML Yell



Sample Letter For Delay In Submitting Documents:

Adopting the Beat of Phrase: An Psychological Symphony within **Sample Letter For Delay In Submitting Documents**

In some sort of used by displays and the ceaseless chatter of instant connection, the melodic beauty and psychological symphony produced by the written term usually fade in to the background, eclipsed by the constant sound and disturbances that permeate our lives. However, located within the pages of **Sample Letter For Delay In Submitting Documents** a charming fictional treasure filled with natural thoughts, lies an immersive symphony waiting to be embraced. Crafted by a wonderful musician of language, this interesting masterpiece conducts viewers on an emotional journey, well unraveling the concealed songs and profound affect resonating within each cautiously crafted phrase. Within the depths of the emotional examination, we will discover the book is key harmonies, analyze its enthralling writing type, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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