

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

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Velavancorresponding



Sample Letter For Delay In Submitting Documents:

Sample Letter For Delay In Submitting Documents Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Sample Letter For Delay In Submitting Documents**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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