

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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Tobias Bleicker



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Internal Revenue Cumulative Bulletin United States. Internal Revenue Service, 2008 *Internal Revenue Cumulative Bulletin 2005-1, January-June* , 2006-05 Includes Revenue Rulings 2005 1 to 2005 37 Revenue Procedures 2005 1 to 2005 34 and Treasury Decisions 9164 to 9207 Consolidates all items of a permanent nature published in the weekly Internal Revenue Bulletin from issue 2005 1 through 2005 26 *Federal Register* , 2013-11 **The Code of Federal Regulations of the United States of America** , 2005 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government

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