

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Admissions Office]
[College/University Name]
[College/University Address]
[City, State, ZIP Code]

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally request consideration for late admission to [College/University Name] for the [specific term, e.g., Fall 2024] semester. I understand that the deadline has passed, but I would like to provide my circumstances and express my strong desire to join your esteemed institution.

[Briefly explain your reasons for the late application, such as personal challenges, unexpected circumstances, or any other relevant details that contributed to the delay.]

I have thoroughly researched [College/University Name] and am particularly drawn to [mention specific programs, faculty, or opportunities that attract you]. I believe that my background in [your field of study or relevant experience] aligns well with the values and academic goals of your institution.

Please find enclosed my completed application materials, including transcripts, letters of recommendation, and any other required documents. I sincerely hope that you will consider my application despite its tardiness.

Thank you for your time and consideration. I look forward to the possibility of contributing to the [College/University Name] community and am eager to discuss my application further.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]