

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title]

[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Rescheduling of Admission Date

I hope this message finds you well. I am writing to formally request a reschedule for my admission date for the [specific program or course] at KTU originally set for [original date].

Due to [brief explanation of the reason for rescheduling], I am unable to attend on the scheduled date. I kindly ask if it would be possible to consider rescheduling my admission to a later date, preferably around [suggested new date(s)].

I appreciate your understanding and consideration of my request. Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]