

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Organization/Institution Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address some challenges I have encountered during my application process for the physical therapy program at [Institution Name].

Firstly, I have faced difficulties in gathering the required documentation, particularly with [specific documents or requirements]. This has led to [explain the impact of this challenge, e.g., delays in submission, added stress].

Additionally, I encountered unexpected obstacles regarding [mention any other challenges, such as prerequisite courses, financial issues, or personal circumstances]. These factors have made it more complicated for me to present a complete application by the deadline.

I am committed to pursuing a career in physical therapy, and I am seeking your guidance on how to navigate these challenges. I would greatly appreciate any advice or resources that you could provide to help me address these issues.

Thank you for your understanding and support. I am looking forward to your guidance.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]