

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

[Recipient's Name]  
[University Name]  
[Department/Office of Admissions]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to urgently request admission to the undergraduate program in [Program Name] for the [specific term, e.g., Fall 2023] semester.

Due to [brief explanation of your circumstances, e.g., unforeseen circumstances or a late-breaking opportunity], I was unable to complete my application by the regular deadline. I have a strong academic background and am eager to contribute to the [University Name] community. I kindly ask if you could consider my application for admission despite the delay. Enclosed with this letter are my [list any relevant documents, e.g., transcripts, recommendation letters, personal statement].

Thank you for considering my request. I look forward to the possibility of joining [University Name] and greatly appreciate your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]