

Date:

To:

[Recipient Name]

[Position/Office]

[Institution/Organization]

Subject: Late Submission OA Waiver Request

Dear [Recipient Name],

I am writing to formally request a waiver for the late submission of [name of assignment, document, or application]. Due to [briefly state reason for delay], I was unable to submit it by the original deadline.

I respectfully ask for your consideration and approval of this waiver. Enclosed are any supporting documents. I am committed to complying with all future deadlines.

Thank you very much for your understanding and assistance. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Position/Department]

[Contact Information]