

Formal, Heartfelt Academic Email

Subject: Request for Consideration of Application

Dear [Admissions Officer's Name],

I am writing to request your kind consideration of my application for [program/course name]. Due to [specific circumstances, e.g., late submission, missing document], I am unable to meet the standard requirements, but I am committed to providing all necessary information promptly.

I am passionate about this program and believe my skills and experiences make me a strong candidate. I kindly ask for your understanding and hope for a favorable response.

Thank you for considering my request.

Best regards,

[Your Name]

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