To: Mr. XYZ

Date: ------------------

RE: Submission of documents after the deadline due to COVID

Dear (name of the recipient),

My name is Johnson and I have applied to the IT department of ABC University. Luckily, I got admission to the university and I was supposed to submit my all documents to the university by 25th July 20XX. I am writing this letter to let you know that I am submitting my documents after the deadline because of unprecedented circumstances prevailing in the world due to COVID-19.

I know that it is very important for all the students to meet the deadline. I also tried to make sure that my documents reach the administration of the University in time. Owing to lockdown and other conditions, the courier services are not working as fast as they should.

I am sorry for the late submission of the documents. I hope that the university will accept my documents and process them with the documents of other students.

Regards,

Your name