

Dear, sir/mam

Subject: requesting for the consideration to admission.

Hoping this message finds you well,

Im writing this to states that the needful certificate for the admission to Phd. in MZU which for now I can't fulfill is due to the urgent nature of the academic cycle and the due date of the University for the course. I'm requesting any possible sympathy and understanding of my circumstance from the administration and to allowed my application for the course

In this note hoping to get a positive response,

Your's sincerely

Tongchinghou mate.