

Letter Apologizing for Missing the Registration Deadline

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I am writing this letter to you regarding the registration date for [enter details]. The last date of registration was [enter date]. Unfortunately, I could not get myself registered well before that closing date which I always do. I was informed that the date has passed when I came for registration. I would like to apologize for missing the registration deadline and request you to kindly allow me to submit my registration form now. If there are any dues for late registration, I'll surely pay them as well. Since this [course/seminar etc.] is very important to me, I do not want to miss it at any cost. Kindly accept my apologies and allow me to register myself for which I shall be highly grateful. Thank you!

Sincerely,

[Your Name]

[Senders Title] -Optional-