

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Organization Name]
[Organization Address]

RE: Exception Request for Late Appeal Filing - [Case/Reference Number]

Dear [Recipient Name],

I am writing to formally request an exception to the filing deadline for an appeal regarding [briefly state the decision being appealed]. The deadline for this appeal was [original deadline date], and I am submitting this request on [current date].

The reason for this late filing is due to circumstances beyond my control. [Provide a clear and concise explanation of the reason for the delay, such as medical emergency, administrative error, or lack of notice].

I have attached supporting documentation to verify these circumstances, including:

- [List document 1, e.g., Medical records]
- [List document 2, e.g., Proof of delayed mail delivery]

I acted as quickly as possible once I was able to address this matter. I respectfully ask that you grant an extension and accept the enclosed appeal despite the delay.

Thank you for your time and consideration of this request. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]