Sample letter:

**Sender:**

\*Insert your name and address\*

**Application:**

Master of Arts National and Transnational Studies: Literature—Culture—Language

**Subject:**

Language Certificate

**Date:**

\*Insert date\*

**Applicant:**

\*Insert your name and date of birth\*

Due to the current pandemic I have not been able to obtain any language certificates specified in the admission guidelines for the Master of Arts Programme “National and Transnational Studies”.

\*Please provide a short description:\*

My scheduled test has been cancelled/I was not able to schedule a test because … /other

I will submit my language certificate to the Student Admissions Office as soon as it becomes possible.

Enclosed please find my registration for a language test and proof of its cancellation/other proof

\*Signature\*