

# Application for Course Enrollment Flexibility

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Title or Position]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request flexibility in my course enrollment for the [specific course or program name] at [Institution Name] for the [specific semester or academic year]. Due to [briefly explain your reason, e.g., personal circumstances, health issues, work commitments], I am unable to adhere to the standard enrollment procedures.

I am committed to my education and would greatly appreciate any accommodations that could be made regarding my course schedule or enrollment timeline. I believe that with the right adjustments, I can continue to succeed academically while addressing my current situation.

Thank you for considering my request. I look forward to your understanding and support. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]