

Petition for Course Registration Exception

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Department/Office Name]

[University/College Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally petition for an exception to register for [Course Name and Course Code] for the [Specify Semester/Year]. Due to [brief explanation of the circumstances that warrant the request], I was unable to complete the registration process by the deadline.

I understand the importance of meeting registration deadlines and assure you that this request is made only under exceptional circumstances. I believe that enrolling in this course is crucial for my academic progress in [Your Major/Program].

I appreciate your consideration of my request and am hopeful for a favorable response. Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Student ID]