

Your Name
Your Address
City, State, Zip
Email Address
Phone Number
Date

Admissions Office
University Name
University Address
City, State, Zip

Dear [Admissions Officer's Name],

I hope this message finds you well. I am writing to formally request an exception for enrollment in the [Course Name] offered in the [Semester/Year].

Due to [briefly explain your reason, e.g., unforeseen circumstances, personal challenges, etc.], I was unable to enroll in the course during the regular registration period. I am very eager to participate in this class as it is vital for my academic progress and aligns with my career aspirations in [mention your field of study].

I understand and respect the enrollment policies of the institution, but I sincerely hope you will consider my situation and grant me the opportunity to enroll in this course. I believe that my background in [briefly mention any relevant experience or coursework] has prepared me well for this class.

Thank you for considering my request. I am looking forward to your positive response. Please feel free to contact me if you need any more information or documentation regarding my situation.

Sincerely,
[Your Name]
[Student ID (if applicable)]