Request for Enrollment Override

Date: [Insert Date]

To: [Instructor's Name]

[Course Title and Code]

[Department Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an enrollment override for [Course Title and Code] for the upcoming [term/semester]. Due to [brief explanation of your reason, e.g., scheduling conflicts, prerequisite issues], I would greatly appreciate your consideration in allowing me to enroll in this course.

I am very eager to participate in this class as it is integral to my academic progress and aligns perfectly with my career goals. I have [mention any relevant experience or qualifications that support your request].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Email Address]

[Your Phone Number]