

Application for Increased Credit Hours

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Department/Office Name]

[Institution's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an increase in my credit hours for the upcoming semester. As a dedicated student pursuing [Your Major/Program], I have a strong desire to enhance my academic load and further my education.

Currently, I am enrolled in [Current Number of Credit Hours], which I believe limits my academic growth. After careful consideration, I would like to request an increase to [Requested Number of Credit Hours]. This adjustment would allow me to take additional courses that are essential to my academic and career objectives.

I am confident that with my current grades and dedication to my studies, I will be able to manage the increased workload effectively. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your time and attention.

Sincerely,

[Your Name]