

Letter of Demand for Additional Credits for Coursework

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request additional credits for my coursework in [Course Name/Code] that I have been undertaking in the [Specific Term/Year].

After careful consideration and reflection on my academic performance and the complexities of the course material, I believe that additional credits would more accurately reflect the effort and dedication I have demonstrated throughout this process.

In light of the above, I kindly ask that you review my coursework and consider my request for additional credits. I am happy to provide any further information or documentation that may assist in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]