

# Formal Request for Increased Academic Credits

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title/Position]  
[Department/Office]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an increase in the academic credits for [specific course or program name] for the upcoming [semester/year]. As a dedicated student, I believe that an increase in credits is warranted due to [briefly explain reason, such as curriculum changes, additional coursework, etc.].

I have carefully considered the implications of this request and am convinced that an increase in credits would not only benefit my academic progress but also enhance the overall experience for myself and my peers. [Provide any additional supporting information or personal insight].

Thank you for considering my request. I am eager to discuss this matter further and explore the possibilities for increased academic credits. I look forward to your positive response.

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