

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the augmentation of course credits for [Course Name/Code], which I completed during the [Term/Year].

Due to [reason for request, e.g., additional assignments completed, prior knowledge, etc.], I believe that my efforts warrant an increase in the credited hours for the course.

I have attached relevant documents and supporting materials to substantiate my request. I would greatly appreciate your consideration of my appeal and look forward to your favorable response.

Thank you for your time and understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]