

# Request for Extra Course Credits

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 additional course credits for [specific course name or program]. Due to [brief explanation of the reason for your request, e.g., "my involvement in a related research project," "taking on extra responsibilities," etc.], I believe that additional credits would be beneficial to my academic progress.

I have always been committed to my studies and believe that this adjustment would better reflect my efforts and accomplishments. I would appreciate your consideration of my request, and I am happy to provide any further information or documentation needed to support my case.

Thank you for your time and understanding. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]