

Request for Additional Credit Hours

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 am writing to formally request an increase in the number of credit hours available for the [specific course or program] in the upcoming semester. As a dedicated student in the [Your Program/Department], I believe that additional credit hours would enhance learning outcomes and provide students with the opportunity to delve deeper into key subjects.

Currently, the course is limited to [current credit hours], which I believe does not adequately cover the breadth of material we need to grasp for our academic and professional growth. Increasing the credit hours to [proposed credit hours] would not only align better with the curriculum objectives but also provide students with the necessary time to engage in meaningful projects and discussions.

I appreciate your attention to this matter and would be happy to discuss this proposal further at your convenience. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Student ID]