

Early Graduation Application

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request early graduation from [School Name] due to personal circumstances that necessitate my graduation ahead of the standard schedule.

Due to [briefly explain personal circumstances, e.g., family situation, health issues, or employment opportunities], I believe that completing my graduation requirements earlier is the best course of action. I have diligently worked on my academic achievements and have maintained a [mention GPA or relevant accomplishments] that qualifies me for this consideration.

I kindly ask for your support in this matter and hope to discuss the possibility of early graduation at your earliest convenience. I am more than willing to meet and provide any additional documentation required to support my application.

Thank you for considering my request. I look forward to your positive response.

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