

# Early Graduation Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of early graduation due to an impending relocation out of state. I am currently a [your grade or year] at [School's Name] and have been considering this option as my family is planning to move to [New Location] in [Month/Year].

I would like to understand the requirements and process involved in applying for early graduation. Additionally, I would appreciate any information regarding the timeline and any potential implications this may have on my academic record.

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

Sincerely,

[Your Name]