

Early Graduation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[School/University Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request consideration for early graduation due to unforeseen family emergencies that require my immediate attention.

As you may know, I have been diligently working towards fulfilling my graduation requirements. However, due to [briefly explain the family emergency], I believe that graduating early will allow me to better support my family during this critical time.

I kindly ask for your understanding and support in this matter. If necessary, I am willing to provide any documentation or further details required to facilitate this request.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]