

Request for Early Graduation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[School/Institution Name]

[School/Institution Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request early graduation due to my upcoming enlistment in military service. As an [Your Year in School, e.g., senior] at [School Name], I have worked diligently to meet the requirements for graduation.

My expected graduation date is [Original Graduation Date], but I would like to request that my graduation be moved to [Requested Graduation Date] to accommodate my enlistment schedule. I have met all academic requirements and can provide documentation if needed.

Joining the military is a significant commitment for me, and early graduation would allow me to pursue this path while honoring my educational achievements. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]