

Application for Pass/Fail Evaluation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Application for Pass/Fail Evaluation

Dear [Recipient's Name],

I am writing to formally request a pass/fail evaluation for my course [Course Name] completed during [Term/Year]. Due to [briefly explain reason for request], I believe this evaluation would be most appropriate for my academic circumstances.

Throughout the course, I have engaged with the material and participated actively, and I believe that this alternative evaluation method will better reflect my understanding and effort.

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

Sincerely,

[Your Name]