

# Pass/Fail Justification Letter

Date: \_\_\_\_\_

To: [Instructor's Name]

[Course Name]

[Institution Name]

Dear [Instructor's Name],

I am writing to formally request the option to take [Course Name] as a pass/fail course for the [specific term/year]. After careful consideration, I believe this format will best support my academic and personal circumstances.

One of the primary reasons for this request is [reason 1, e.g., my current workload with other courses]. Balancing these commitments has been challenging, and I want to ensure I can dedicate sufficient time and effort to succeed in this course without the added pressure of a traditional grading system.

Additionally, taking this course as pass/fail will allow me to focus on mastering the material rather than being overly concerned with achieving a specific letter grade. I believe this approach will enhance my learning experience and allow for a deeper understanding of the subject matter.

I appreciate your consideration of my request, and I look forward to your positive response. If you require any further information or wish to discuss this in more detail, please feel free to contact me.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]