Request for Pass/Fail Grading Option

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Department/Office Name]

[University Name]

[University Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the option to take my [Course Name] course under the pass/fail grading scheme for the [semester/year].

Due to [brief explanation of circumstances, e.g., personal challenges, health issues], I believe that the pass/fail option would allow me to focus on understanding the material without the extra stress of letter grades, which is particularly pertinent this semester.

I have considered the implications of this decision, and I am confident that pursuing this option will aid my academic performance while still allowing me to meet the course objectives.

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

Sincerely,

[Your Name]