

Letter of Submission for Pass/Fail Grading Option

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department/Office Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the option for pass/fail grading for the course [Course Name] (Course Code: [Course Code]) that I am currently enrolled in for the [Semester/Term].

Due to [brief explanation of reasons, e.g., extenuating circumstances, personal challenges, etc.], I believe that choosing the pass/fail grading option would be in my best interest and would allow me to focus on my overall learning rather than the pressures of traditional grading.

I understand the implications of this grading choice and am prepared to meet any necessary requirements or deadlines associated with the process.

Thank you for considering my request. I look forward to your understanding and support in this matter.

Sincerely,

[Your Name]