

Appeal for Course Prerequisite Waiver

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Department or Committee Name]

[Insert Institution Name]

[Insert Institution Address]

Dear [Recipient's Name],

I am writing to formally request a waiver for the prerequisite of [Course Name] due to my current work commitments. I am enrolled in [Your Program/Field of Study] at [Institution Name] and am keen to further my education by taking this course.

Due to my role as [Your Job Title] at [Your Company Name], I have been unable to complete the prerequisite course [Prerequisite Course Name]. My work schedule has been demanding, preventing me from attending evening or weekend classes.

I believe that my professional experience and skills acquired through my job have equipped me with the necessary knowledge to succeed in [Course Name]. I am committed to fully engaging with the coursework and contributing positively to class discussions.

I kindly request your consideration in waiving this prerequisite requirement. I am more than willing to provide any further documentation or information to support my appeal.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]