

Inquiry for Course Prerequisite Waiver

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a transfer student at [Your Current Institution]. I am writing to inquire about the possibility of waiving the prerequisite for the [Course Name] course offered at [Target Institution].

Having completed relevant coursework at [Previous Institution] that I believe covers the material required for [Course Name], I would like to request your consideration for a waiver. My previous courses include [List Relevant Courses], which directly address the foundational concepts necessary for success in [Course Name].

I am very eager to enroll in this course as it aligns closely with my academic and career goals in [Your Major/Field of Study]. If possible, I would greatly appreciate guidance on how best to proceed with this request, including any required documentation or forms that may need to be submitted.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Major/Field of Study]