

Request for Course Prerequisite Waiver

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient's Name]
[Department Name]
[Institution Name]
[Institution Address]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently enrolled in the [Your Program/Department] at [Institution Name]. I am writing to formally request a waiver for the prerequisite requirement for [Course Name] due to my enrollment in remedial learning courses.

Throughout my academic journey, I have faced [briefly explain your challenges]. To address these challenges, I have enrolled in remedial courses such as [list remedial courses] to enhance my foundational knowledge and skills.

I believe that with these remedial courses, I am adequately prepared to succeed in [Course Name]. Therefore, I respectfully request that you consider waiving the prerequisite requirement so that I may enroll in this course during the upcoming semester.

Thank you for considering my request. I am eager to continue my education and succeed in my academic pursuits.

Sincerely,
[Your Name]