

Request for Course Prerequisite Waiver

Date: [Insert Date]

To: [Recipient's Name]

[Department/Office Name]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for the prerequisite course [Course Name or Code] for enrollment in [Target Course Name or Code]. Due to [briefly explain personal circumstances, e.g., medical issues, family obligations, etc.], I am unable to meet the prerequisite requirement.

Despite these challenges, I have taken steps to ensure my readiness for [Target Course Name], including [mention any relevant experience, self-study, or alternative qualifications]. I am committed to succeeding in this course and believe that my prior background and dedication will allow me to thrive.

I kindly ask you to consider my circumstances and grant me the opportunity to enroll in [Target Course Name]. I appreciate your understanding and support in this matter.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]