

# Request for Temporary Grade Exemption

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Position]  
[Institution's Name]  
[Institution's Address]

Dear [Recipient's Name],

I am writing to formally request a temporary exemption from my grades for the [specific course or semester] due to personal emergencies that have recently arisen.

Unfortunately, [briefly describe the nature of the emergency without disclosing too much personal information]. This situation has significantly impacted my ability to focus on my studies and complete assignments to the best of my ability.

I am committed to maintaining my academic performance and would appreciate your understanding in granting me this temporary exemption. I hope to resolve these issues promptly and return to my studies with renewed focus.

Thank you for considering my request. I am hopeful for a positive response and am happy to provide any further information if necessary.

Sincerely,  
[Your Name]  
[Your Student ID]  
[Your Contact Information]