

Request for Temporary Grade Exemption

Date: [Insert Date]

To: [Instructor's Name]

[Instructor's Title]

[Department]

[University Name]

[University Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a temporary exemption from grading for [specific course name] due to a scheduling conflict with my internship commitments.

As you may be aware, I am currently completing an internship at [Internship Company Name], which is an integral part of my professional development. Unfortunately, the demands of my internship coincide with our class schedule, making it difficult for me to fulfill all course requirements effectively.

In light of this situation, I kindly request a temporary exemption from grading for the duration of this internship, which lasts from [start date] to [end date]. I assure you that I remain committed to my studies and will make all necessary efforts to catch up on any missed work once my internship concludes.

I appreciate your understanding and consideration of my request. Please let me know if we can discuss this matter further or if there are any additional steps I should take.

Thank you for your time.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Degree Program]