

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

## **Subject: Request for Temporary Grade Exemption**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a temporary grade exemption for [specific course or subject] due to unforeseen circumstances that have significantly impacted my ability to perform academically.

Despite my best efforts, [briefly explain the circumstances, e.g., a family emergency, health issues], has prevented me from meeting the expected academic standards. I believe that a temporary exemption will allow me to address these challenges and return to my studies without compromising my overall performance.

I kindly ask for your understanding and consideration of my situation. I am willing to provide any necessary documentation to support my request and would appreciate the opportunity to discuss this matter further.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]