

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of a temporary grade exemption due to unforeseen family obligations that I must attend to.

As a dedicated student in [Your Course/Program Name], I have maintained a strong academic record; however, recent circumstances have required my immediate attention. Specifically, [briefly explain the family obligation and its significance].

I understand the importance of maintaining academic integrity and standards, which is why I am reaching out to discuss possible temporary accommodations. I would greatly appreciate any guidance you could offer regarding this matter and whether there are any forms or procedures I should follow.

Thank you for considering my request. I am hopeful for your understanding and assistance during this challenging time. I look forward to your response.

Sincerely,

[Your Name]