

# Notification of Temporary Grade Exemption

Date: [Insert Date]

To: [Student's Name]

Address: [Student's Address]

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you that due to significant life changes you have reported, we acknowledge your request for a temporary grade exemption.

Effective immediately and until [insert end date], you will be exempt from [specific course(s) or assignments]. During this period, we encourage you to focus on your well-being and personal matters.

Please do not hesitate to reach out if you require further assistance or resources during this time.

Thank you for your understanding, and we wish you all the best.

Sincerely,

[Your Name]

[Your Position]

[Institution's Name]

[Contact Information]