

# Request for Temporary Grade Exemption

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[School/University Name]

[Address]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a temporary exemption from my current grade requirements due to a relocation issue that has significantly impacted my ability to fulfill academic responsibilities.

Due to [briefly explain the reason for relocation, e.g., family circumstances, job transfer], I am finding it challenging to maintain my academic performance in the current semester. I am committed to my studies and wish to continue my education without being hindered by these circumstances.

I kindly request that you consider my situation and grant me a temporary exemption from [specify the subjects or requirements] until I can stabilize my situation. I believe this would allow me to return to my academic responsibilities with renewed focus and commitment.

Thank you for considering my request. I am willing to provide any further information or documentation needed to facilitate this process. I appreciate your understanding and look forward to your favorable response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Address]