

Request for Temporary Grade Exemption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a temporary grade exemption due to my work-related commitments that are impacting my ability to meet the academic requirements for [specific course or program name].

Due to [briefly explain your work commitments, e.g., increased workload, travel, etc.], I am finding it challenging to dedicate the necessary time to my studies. I am committed to maintaining my academic performance and believe that a temporary exemption would allow me to fulfill my work obligations while continuing my education effectively.

I kindly request that you consider granting me a temporary exemption from [specific grade or requirement] until [proposed date]. I am willing to discuss potential alternatives or solutions that may accommodate both my academic responsibilities and my work commitments.

Thank you for considering my request. I appreciate your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]