

Summer Session Enrollment Request

Date: [Insert Date]

To: [Insert Recipient's Name]

Department of [Insert Department Name]

[Insert University Name]

[Insert University Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently an undergraduate student majoring in [Your Major] at [University Name]. I am writing to formally request enrollment in the summer session for the upcoming term.

As I strive to [briefly explain reason for enrollment request--e.g., accelerate my academic progress, complete required courses, etc.], I believe that participating in the summer session will greatly aid me in achieving my educational goals. I would like to enroll in the following course(s):

- [Course Code and Title]
- [Course Code and Title]

Thank you for considering my request. I look forward to your positive response. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Degree Program]