

# Request for Course Enrollment Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Institution's Name]

[Department/Office Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for my enrollment in the following course(s) as a non-degree seeking student:

- Course Name: [Insert Course Name]
- Course Code: [Insert Course Code]
- Course Term: [Insert Term/semester]

As an eager learner, I am very interested in expanding my knowledge in this field and believe this course will significantly benefit my personal and professional development.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]