

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]

[Recipient's Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your approval for my enrollment in the following course(s) for the upcoming semester:

- [Course Name 1] - [Course Code]
- [Course Name 2] - [Course Code]
- [Course Name 3] - [Course Code]

As a [Your Year, e.g., sophomore] majoring in [Your Major], I believe that these courses will greatly enhance my academic and career goals. I have met all the prerequisites and am committed to maintaining a high standard of academic performance.

Please let me know if you require any additional information or documentation to facilitate this request. Thank you for considering my application for course enrollment.

Sincerely,

[Your Name]

[Your Student ID]