

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my request for consideration into the remedial program at [Institution Name]. I believe that this program will provide me with the necessary support to enhance my academic skills and achieve my educational goals.

Due to [briefly explain reasons], I have faced challenges that have impacted my academic performance. I am committed to improving my skills and believe that your program offers the resources I need to succeed.

I would greatly appreciate the opportunity to discuss my situation in more detail and explore how the remedial program can assist in my development.

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

Sincerely,

[Your Name]