

Independent Study Course Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Instructor's Name]

[Course Department]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Instructor's Name],

I am writing to formally request permission to undertake an independent study course titled "[Course Title]" during the [term/year]. I believe this independent study will allow me to explore [briefly outline the topic or area of study] in depth.

My objective for this independent study is to [explain your goals]. I have outlined a plan of study that includes [mention any resources, readings, or projects you intend to cover].

I appreciate your consideration of my request and look forward to your guidance in this endeavor.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID]