

Emergency Academic Support Application

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[University/College Name]
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request emergency academic support due to [briefly explain your situation]. I am currently enrolled in [your program/major] and have faced unexpected challenges that have impacted my academic performance.

Despite my best efforts to manage my coursework, [elaborate on the circumstances, such as illness, family emergency, etc.]. As a result, I am struggling to maintain my grades and progress in my studies.

I kindly request [specific type of support, e.g., extension on assignments, reduced course load, counseling services, etc.]. I believe that with this support, I will be able to [explain how the support will help you succeed academically].

Thank you for considering my request. I am hopeful for your understanding and support during this challenging time. If you require any further information or documentation, please feel free to contact me.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]