

# Request for Alternative Courses

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,

[Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request consideration for alternative courses in my undergraduate program, [Your Program Name], due to [brief explanation of your reason, e.g., scheduling conflicts, prerequisites not met, personal circumstances, etc.].

Currently, I am enrolled in the following courses: [List current courses]. However, I have encountered [specific challenges or situations] that hinder my ability to continue with this course load effectively.

In light of this, I would like to propose the following alternative courses for your consideration: [List alternative courses]. I believe these courses align with my academic goals and will provide a more suitable learning experience.

I appreciate your understanding and attention to this matter, and I look forward to your favorable response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Student ID]