

# Class Substitution Request

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a substitution for the course [Course Code and Title] that is part of my undergraduate program.

Due to [brief explanation of the reason for substitution, e.g., scheduling conflict, personal circumstances], I am unable to enroll in the specified course during the [insert semester/year]. As an alternative, I would like to request approval for [Proposed Substitute Course Title and Code] to fulfill this requirement.

I believe that [Proposed Substitute Course] covers similar content and will provide me with the necessary skills and knowledge I need to successfully complete my program. I have attached the syllabus for the proposed course for your review.

I appreciate your consideration of my request and am happy to provide any further information you may need. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Student ID]