

# Request for Reduced Course Load

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reduced course load for the upcoming [specify semester/year], due to [briefly explain reason, e.g., health issues, personal circumstances, etc.].

As a dedicated student, I have made every effort to maintain my academic performance; however, [elaborate on your situation, feelings, and the impact on your studies]. I believe that a reduced course load would allow me to focus on my health while still progressing towards my degree.

I kindly ask for your understanding and support regarding this request. I am more than willing to discuss this matter further, provide any necessary documentation, or meet in person at your convenience.

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

Sincerely,  
[Your Name]  
[Your Student ID]