Request for Course Load Flexibility

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request flexibility in my course load for the upcoming semester due to [briefly explain your reason, such as personal circumstances, health issues, or employment commitments].

As a dedicated student at [Institution Name], I strive to maintain my academic performance while balancing my responsibilities. I believe that a modified course load would allow me to achieve my academic objectives without compromising my overall well-being.

I kindly ask for your support in considering this request and am open to discussing potential alternatives or solutions that may be available. I am committed to finding a way to fulfill my academic requirements effectively.

Thank you for your understanding and consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]