

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the process for requesting a course load reduction for the upcoming [semester/term]. Due to [brief explanation of reason, e.g., personal circumstances, health issues], I believe that a reduced course load would help me maintain my academic performance and overall well-being.

Could you please provide me with the necessary steps and any relevant documentation I might need to complete this request? Additionally, I would appreciate any information regarding deadlines and the implications of a course load reduction on my academic standing.

Thank you for your attention to this matter. I look forward to your guidance.

Sincerely,

[Your Name]