

# Letter of Justification for Decreased Course Enrollment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally justify my decreased course enrollment for the [insert semester/year] semester. Due to [briefly explain reason, e.g., personal circumstances, health issues, financial challenges], I have found it necessary to reduce my course load.

While I understand the importance of full course enrollment, I believe this decision is crucial for maintaining my overall well-being and academic performance. [Provide any additional context or examples that support your justification, e.g., impact on grades, personal development].

I plan to [discuss any plans you have to maintain your academic trajectory, such as retaking courses, seeking tutoring, etc.], ensuring that I remain on track to fulfill my academic goals.

Thank you for considering my justification. I appreciate your understanding and support regarding my academic journey. I am happy to discuss this matter further and provide any additional documentation if required.

Sincerely,

[Your Name]