

Petition for Lighter Course Schedule

Date: [Insert Date]

To: [Insert Name of Academic Advisor/Dean]

[Institution Name]

[Institution Address]

Dear [Name of Academic Advisor/Dean],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [Institution Name]. I am writing to formally request a lighter course schedule for the upcoming semester due to [briefly explain your reason, e.g., personal challenges, health issues, or work commitments].

Over the past [duration], I have faced [specific challenges], which have significantly impacted my ability to manage a full course load effectively. I believe reducing my course load will enable me to focus on my studies more comprehensively and maintain my academic performance.

I kindly ask you to consider my request for a lighter course schedule, specifically [mention any specific courses or number of credits], and am open to any recommendations you may have regarding this matter.

Thank you for your time and consideration. I look forward to your understanding and support in this matter.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]