

# Letter of Recommendation for Academic Load Easing

[Your Name] [Your Position] [Department Name] [Institution Name] [Address] [City, State, Zip Code] [Email Address] [Phone Number] [Date]

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for a reduction in their academic load for the upcoming semester. As [his/her/their] [Professor/Advisor] in [subject/course], I have had the pleasure of observing [his/her/their] dedication and hard work.

[Student's Name] has demonstrated outstanding abilities in [specific subjects or areas], but [he/she/they] is currently facing [brief explanation of circumstances, e.g., personal challenges, health issues, family responsibilities]. This situation has made it increasingly difficult for [him/her/them] to maintain [his/her/their] usual level of performance.

I believe that easing [his/her/their] academic load will allow [Student's Name] the opportunity to focus on [his/her/their] well-being and improve [his/her/their] academic performance. [He/She/They] has the potential to excel once these challenges are addressed.

Please feel free to contact me if you need any further information or specific examples of [Student's Name]'s capabilities and determination.

Thank you for considering this request for academic load easing for [Student's Name].

Sincerely,

[Your Name] [Your Position] [Department Name] [Institution Name]