

Request for Academic Course Workload Adjustment

Date: [Insert Date]

To: [Recipient's Name]

[Title, Department]

[University/College Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my academic course workload for the [specify semester/term] due to [briefly explain reason, e.g., personal circumstances, health issues, increased responsibilities, etc.].

As a student in the [your program/department], I am committed to maintaining a high standard of academic excellence. However, [provide a brief explanation of the challenges you are facing and how they impact your current workload].

Considering my current situation, I would like to request the following adjustments: [list specific requests, e.g., reduction in course load, withdrawal from a specific course, extension on assignments].

I believe these adjustments will allow me to manage my studies effectively while also addressing my current challenges. I am willing to discuss this matter further and provide any necessary documentation to support my request.

Thank you for considering my appeal. I appreciate your understanding and support.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program and Year]

[Your Contact Information]