

Academic Credit Approval Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Institution or Department Name]

[Insert Institution Address]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for academic credits from my upcoming study abroad program at [Insert Host Institution Name] in [Insert Country] during the [Insert Semester/Year].

The courses I plan to take include:

- [Course Title 1] - [Course Code]
- [Course Title 2] - [Course Code]
- [Course Title 3] - [Course Code]

I believe that these courses will significantly enhance my academic trajectory and provide me with valuable international experience, aligning with my major in [Insert Major/Field of Study]. I kindly request your guidance on the process for obtaining credit for these courses upon my return.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Degree Program]