

Application for Special Assistance

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Position]

[Insert Institution/Organization Name]

[Insert Institution/Organization Address]

Dear [Recipient's Name],

I am writing to formally request special assistance regarding my academic support needs. My name is [Your Name], and I am a [Your Year, e.g., sophomore] studying [Your Major] at [Your Institution]. Due to [briefly explain your condition or situation], I am facing challenges in maintaining my academic performance.

I believe that additional support such as [mention any specific accommodations needed, e.g., tutoring, extended test time, etc.] would greatly aid in my academic success. I have attached the necessary documentation from my healthcare provider to support my request.

I appreciate your consideration and support in this matter. Please let me know if there are any forms or additional information required for my application.

Thank you for your attention to this important request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]