

Letter of Appeal for Course Exemption

Date: [Insert Date]

Office of Academic Affairs
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Advisor's Name/Committee Name],

I hope this message finds you well. My name is [Your Name], a current student in the [Your Program] program, and I am writing to formally appeal for an exemption from the course [Course Name & Course Code] based on my previously earned transfer credits.

In [Year of Attendance] at [Previous Institution Name], I completed [Description of the Course] which covers similar content to [Course Name]. I have attached the syllabus from that course, alongside my transcript, which reflects my achievement of [Grade] in the class.

Given that the content and objectives of my previous course align closely with [Course Name], I believe I have acquired the necessary knowledge and skills to fulfill the requirements of this course. I kindly request that my transfer credits be reviewed for exemption, allowing me to progress in my studies without retaking this course.

Thank you for considering my appeal. I appreciate your time and look forward to your positive response.

Sincerely,

[Your Name]
[Student ID]
[Your Contact Information]
[Your Email Address]