

Course Exemption Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Department Chair/Advisor's Name],

I am writing to formally request an exemption from the [Course Name/Code] as part of my [Degree Program/Year] requirements. I believe that my prior academic experience and knowledge align with the objectives of this course, and I would like to provide documentation for your consideration.

In [Insert Year/Term], I completed [Relevant Course/Program] at [Institution Name], where I [Briefly explain what you learned or achieved]. I have attached the course syllabus, transcripts, and any relevant certificates to support my request.

Thank you for considering my request. I am eager to discuss this matter further and can be reached at your convenience.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]