

Request for Exemption from Course Requirements

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an exemption from the [specific course name or requirement] as part of my program in [your program or major], at [institution name].

Due to [reason for exemption, e.g., prior academic experience, personal circumstances], I believe that I have met the necessary competencies and knowledge that this course intends to provide. I have attached [mention any relevant documents, such as transcripts, syllabi, or letters of recommendation] to support my request.

I greatly appreciate your consideration of my request. Should you need any further information or discussion, I am available at your earliest convenience.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]