

# Request for Waiver of Course Requirements

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Department Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a waiver for the following course requirements: [List Specific Requirements or Courses].

Due to [reason for the request, e.g., prior coursework, work commitments, health issues], I believe that waiving these requirements would allow me to better focus on my academic and professional goals.

I have [mention any relevant experiences, achievements, or qualifications that support your request]. I am committed to maintaining my academic performance and believe that this waiver will help facilitate that.

Thank you for considering my request. I would be grateful for the opportunity to discuss this matter further at your earliest convenience. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Student ID (if applicable)]