

# Inquiry Regarding Possible Course Credit Exemptions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a student at [Your Institution] pursuing a degree in [Your Major]. I am writing to inquire about the possibility of course credit exemptions for [specific courses you are interested in, if applicable].

Having previously completed [mention any relevant courses, certifications, or experiences], I believe that I may be eligible for exemptions from certain courses required in my program of study. I am eager to understand the criteria and process for requesting such exemptions.

If possible, I would appreciate any guidance you could provide regarding this matter, including the necessary documentation and deadlines I should be aware of.

Thank you for your time and assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]

[Your Student ID, if applicable]