

# Petition for Exemption from Prerequisites

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Office of the Registrar

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Registrar's Name/Committee Name],

I hope this letter finds you well. I am writing to formally request an exemption from the prerequisite requirements for the course [Course Name], which I intend to enroll in for the upcoming [Semester/Term] at [University Name].

Due to [briefly describe your situation and reasoning, such as prior coursework, professional experience, or other qualifications], I believe that I possess the necessary skills and knowledge to succeed in this course without having completed the prerequisite. Specifically, [provide details that support your request, such as specific skills, experiences, or accomplishments].

I am committed to maintaining high academic standards and believe that this exemption will assist me in achieving my educational goals. I have attached any relevant documents supporting my petition, including [list any attachments, if applicable].

Thank you for considering my request. I am available for a meeting should you require further information or clarification regarding my petition.

Sincerely,

[Your Name]

[Student ID Number]