

Request for Course Exemption

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 [Recipient Name],

I hope this message finds you well. I am writing to formally request an exemption from the following course: [Course Title/Code] due to my prior learning and experiences in this field.

As a [Your Current Program/Position], I have acquired relevant knowledge and skills through [briefly describe your prior learning or experience, e.g., coursework, professional experience, certifications]. I believe that my background aligns closely with the objectives of this course, and I am confident that I meet the necessary competencies required by the program.

I have attached supporting documents, including [list any documents such as transcripts, certificates, or a CV] that detail my previous coursework and relevant experiences.

I appreciate your time and consideration regarding my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]