

# Letter of Submission for Course Exemption

Date: [Insert Date]

To,

[Recipient's Name]

[Institution's Name]

[Department or Office Name]

[Institution's Address]

Subject: Request for Course Exemption

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an exemption from the [Course Name] course, scheduled for [Course Duration/Term], due to unique circumstances that I am currently facing.

[Briefly explain your unique circumstances, e.g., personal, medical, or professional reasons. Be concise and to the point.]

Given these circumstances, I believe that my participation in this course would not be beneficial, and I respectfully request that you consider my application for an exemption. Attached to this letter, you will find supporting documentation to validate my situation.

I appreciate your understanding and consideration of my request. Please let me know if you require any further information or documentation.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program/Department]

[Your Contact Information]