

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department or Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request approval for the courses I intend to take during my study abroad program at [Host Institution Name]. I have carefully selected the following courses, which align with my academic goals and degree requirements:

- [Course Name 1] - [Course Description]
- [Course Name 2] - [Course Description]
- [Course Name 3] - [Course Description]

These courses will not only enhance my educational experience but also contribute significantly to my major/minor in [Your Major/Minor]. I have attached the course syllabi and other relevant documentation for your review.

I would greatly appreciate your support in approving these courses so I can proceed with the enrollment process. Please let me know if you require any further information or if there are additional steps I should take.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]