

# Application for Language Proficiency Exemption

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Company Name]

[Address]

[City, State, Zip Code]

## **Subject: Application for Language Proficiency Exemption**

Dear [Recipient's Name],

I am writing to formally request an exemption from the language proficiency requirement for [specific program or job position] due to my extensive professional experience in [relevant field]. I believe my background demonstrates my ability to communicate effectively in [language].

Throughout my career, I have successfully held positions that necessitated diverse communication skills, including [list specific positions or roles]. In these roles, I have interacted with [describe the audience, e.g., clients, coworkers, stakeholders], which has provided me with the practical language skills required for this application.

I have attached documentation of my work experience, including [list any supporting documents, e.g., references, job descriptions]. I believe these records will illustrate my competencies and support my request for an exemption.

Thank you for considering my application. I am looking forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]