

Request for Language Proficiency Exemption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[University Name]

[Department/Office]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an exemption from the language proficiency requirement for my application to [Program Name] at [University Name]. My name is [Your Name], and I am applying for [specific degree/program] for the [semester/year].

In support of my request, I would like to outline the following points:

- [Point 1: e.g., Previous education in English-speaking institutions]
- [Point 2: e.g., Relevant work experience utilizing language skills]
- [Point 3: e.g., Any standardized test results or certifications]

I believe that my background has equipped me with the necessary language skills to succeed in the [Program Name]. I would greatly appreciate your consideration of my request for exemption and am happy to provide any further information if required.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID, if applicable]