

# Request for Language Proficiency Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title/Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a waiver for the language proficiency requirement set by [University Name] for the [specific program or course] for which I am applying. I understand that the university expects proficiency in [specific language], and I would like to provide justification for my waiver request.

[Explain your reasons for the waiver request, such as prior education in an English-speaking institution, a relevant degree, or work experience where English was the primary language used. Include any additional documentation you are attaching to support your request.]

Thank you for considering my request. I am enthusiastic about the opportunity to contribute to the [University Name] community and look forward to your positive response.

Sincerely,

[Your Name]