

Request for Language Proficiency Waiver

Date: [Insert Date]

[Admission Office/Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Admission Officer's Name],

I hope this message finds you well. My name is [Your Name], and I am applying for admission to [Program/Department Name] at [University Name]. I am writing to formally request a waiver for the language proficiency requirement due to my prior education.

I completed my [Degree Name] in [Language of Instruction] at [Previous Institution Name] in [Country] in [Year]. The entire course was conducted in English, and I have attached my transcripts and degree certificate for your review. My academic background has equipped me with strong language skills appropriate for success in your program.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]