

# Request for Leniency on Graduation Requirements

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Institution Name]

[Insert Institution Address]

Dear [Recipient Name],

I am writing to formally request a leniency regarding the graduation requirements for the [Insert Degree Program] that I am currently enrolled in. Due to [briefly explain the reason, e.g., personal circumstances, health issues, or any unforeseen events], I have been unable to meet all the stipulated requirements by the designated deadline.

I have made every effort to maintain my academic performance and commitment to my studies. However, [provide additional details or context about your situation]. I believe that with some leniency in the deadlines or requirements, I will be able to successfully complete my degree program.

I kindly ask for your understanding and support in this matter. I am willing to discuss this in more detail and explore potential solutions that would allow me to fulfill my graduation requirements without compromising the integrity of the program.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]