

Request for Graduation Requirement Substitution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Advisor's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Advisor's Name],

I am writing to formally request a substitution for my graduation requirement, specifically [insert specific course or requirement]. Due to [briefly explain reason, e.g., scheduling conflicts, health issues, etc.], I am unable to complete this requirement as originally planned.

To fulfill this requirement, I propose [insert alternative course or experience, including why it is a suitable replacement]. I believe this substitution aligns with my academic goals and will provide the necessary knowledge and skills expected from the original requirement.

I appreciate your consideration of my request and am happy to provide any further information or documentation needed to support my case. Please let me know if we can arrange a meeting to discuss this matter further.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Student ID]