

Inquiry Regarding Graduation Requirement Flexibility

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Adviser's Name]

[Institution's Name]

[Department or Office Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Adviser's Name],

I hope this message finds you well. I am writing to inquire about the flexibility of graduation requirements for my degree program. Due to [briefly explain your situation, e.g., personal circumstances, academic challenges, etc.], I would like to understand if there are any options to adjust or modify my required courses or credits.

Specifically, I am interested in learning about:

- Any possible substitutions for required courses.
- Options for waiving certain prerequisites.
- Flexibility in the timeline to complete the requirement.

I appreciate your time and assistance regarding this matter. I am eager to find a solution that allows me to meet my graduation goals while also accommodating my current situation. Please let me know a convenient time for us to discuss this further.

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

Sincerely,

[Your Name]