

Letter of Justification for Alternate Graduation Criteria

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[School/Institution Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request consideration for alternate graduation criteria due to [briefly explain the reason, e.g., personal circumstances, learning difficulties, etc.]. I believe that the traditional requirements do not adequately reflect my abilities, achievements, and potential.

Throughout my time at [School/Institution Name], I have [mention any relevant experiences, projects, or accomplishments]. These experiences have provided me with skills and knowledge that I believe warrant an adjustment to the graduation criteria.

I am committed to completing my education successfully and am eager to contribute positively to our school community. I propose that my graduation criteria be adjusted to [suggest the alternate criteria], which I believe aligns more closely with my capabilities and circumstances.

Thank you for considering my request. I would appreciate the opportunity to discuss this matter further and am hopeful for your understanding and support.

Sincerely,

[Your Name]