

# Petition for Graduation Requirement Exemption

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Institution Name]

[Insert Institution Address]

[Insert City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally petition for an exemption from the graduation requirement of [specify requirement, e.g., a specific course or credit hours] based on [briefly explain the reason, e.g., extenuating circumstances, academic challenges, etc.].

As a [your program/year of study], I have been dedicated to my studies and have maintained [mention applicable achievements or circumstances]. However, due to [elaborate on your situation], I find myself unable to fulfill this requirement.

I believe that my performance in other courses and my overall commitment to my academic goals justify this request. [You can add any supporting information or documentation that strengthens your case].

I kindly ask for your understanding and consideration of my request. I am more than willing to discuss this matter further or provide any additional information needed.

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

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Information]