Letter of Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Institution Name]

[Institution Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a review of the current student workload balance across our programs. As a student in the [specific program or department], I have noticed that the demands of the coursework are becoming increasingly challenging to manage.

Many students have expressed concerns regarding the volume of assignments, projects, and exams we face regularly. It is becoming difficult to maintain a healthy balance between academic responsibilities and personal well-being.

Therefore, I kindly ask for your support in assessing our workload distribution. I believe that a review could lead to improvements that benefit both students and faculty, fostering a more productive and less stressful learning environment.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Program or Department]