

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an exemption from certain assignments due to [briefly explain reason, e.g., medical reasons, personal circumstances].

Specifically, I am requesting an exemption from the following assignments:

1. [Assignment Name or Description]
2. [Assignment Name or Description]
3. [Assignment Name or Description]

I understand the importance of these assignments and assure you that I am committed to my studies. However, due to my circumstances, I am unable to complete them at this time.

I kindly ask for your understanding and consideration regarding this matter. Please let me know if you require any documentation to support my request.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]