

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request approval for an independent study project that I wish to undertake during the [specific term/year]. As a [Your Major/Program] student at [Institution Name], I have developed a keen interest in [specific topic or area of study] and believe that an independent study would provide me with the opportunity to explore this area in greater depth.

For this independent study, I propose to [briefly describe your project, including objectives, methods, and expected outcomes]. My research will focus on [elaborate on what you will study and why it's significant], intending to [mention how it will contribute to your understanding of the subject or field].

I will utilize resources such as [list your resources, e.g., libraries, databases, interviews, etc.], and I plan to meet regularly with [name of faculty advisor or mentor] for guidance and feedback throughout the process.

I believe that this independent study will not only enhance my academic experience but also contribute valuable insights to our department's body of knowledge. I am committed to dedicating the necessary time and effort to ensure the success of this project.

Thank you for considering my application. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]