

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[University/College Name]  
[Department Name]  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request consideration for graduation honors for my upcoming graduation from [University/College Name] with a degree in [Your Degree].

Throughout my academic journey, I have strived for excellence in my studies, maintaining a GPA of [Your GPA] and engaging actively in [mention any relevant extracurricular activities, research projects, or community service]. I believe that my dedication and hard work reflect my commitment to my field of study and the values of [University/College Name].

In addition to my academic achievements, I have also [briefly describe any relevant experiences or accomplishments, such as leadership roles, awards, or relevant projects]. These experiences have prepared me not only as a student but also as a contributing member of the academic community.

I kindly ask you to consider my application for graduation honors. I am confident that I meet the qualifications and would be honored to receive such recognition.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Degree Program]