

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

Dear [Recipient's Name],

Subject: Petition for [Specify Purpose]

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student majoring in [Your Major] at [College/University Name]. I am writing to formally petition for [specific request, e.g., a course substitution, an extension, a leave of absence, etc.].

[Explain the circumstances and reasons for your petition. Provide relevant details, including dates, supporting information, and any documentation attached.]

I understand the importance of [related policies or guidelines], and I assure you that I have carefully considered my situation. [Mention any additional steps you have taken or alternatives considered].

I greatly appreciate your time and attention to this matter. I genuinely hope for your understanding and support. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering my petition.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Your Major/Program]