

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: UUC Application Request

I am writing to formally request the University Unit Credit (UUC) application for [specific course or program name]. I am currently enrolled in [your current program or status] and believe that this application will support my academic and professional growth.

The details of my request are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Course/Program of Interest: [Name of Course/Program]
- Reason for Request: [Brief explanation of why you are requesting UUC]

I appreciate your consideration of my request and look forward to your positive response. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]