

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

[Recipient Name]
[Recipient Position]
[XJTLU Name of Department/Office]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Exemption Request for [Course Name/Code]

I hope this letter finds you well. I am writing to formally request an exemption for the [specific course name or code] due to [brief explanation of your reasons, such as prior qualifications, work experience, etc.].

I have attached relevant documents that support my request, including [list documents such as transcripts, certificates, etc.].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]