DATE

Mr. Don Martin  
Counselor  
Student Financial Aid  
SSB 302

Dear Mr. Martin:

I am writing to request an exemption for [STUDENT NAME and UIN] from the requirement that graduate students must be enrolled in at least 4 units.

[STUDENT NAME] is taking a reduced course load of [NUMBER OF UNITS] due to [enrollment in the culminating experience course] or [continued work on the master’s thesis post enrollment in the culminating experience course].

[STUDENT NAME] will be working as a student assistant on faculty-sponsored research under the supervision of [FACULTY NAME].

If you have any questions or need further clarification, please contact me at [CONTACT INFORMATION].

Sincerely,

[FACULTY NAME]