

# Permission Request Letter For Remedial Class

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[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request permission to enroll in a remedial class for [specific subject or skill area, e.g., "mathematics," "reading," etc.].

I have identified that I need additional support in this area due to [briefly explain your reasons, e.g., "struggling with the recent coursework," "not achieving the desired grades," etc.]. I believe that participating in a remedial class will help me strengthen my understanding and skills.

I am particularly interested in the following aspects of the remedial program:

- **Class Schedule:** [mention preferred days or times, if applicable]
- **Duration:** [state how long you expect the class to last]
- **Goals:** [outline your specific learning objectives, e.g., "to improve my grades," "to build a stronger foundation," etc.]

I am committed to putting in the necessary effort to succeed in this class and am confident that with the additional support, I can make significant progress.

I would appreciate your consideration of my request and hope to receive your approval soon. If there are any forms or procedures I need to complete, please let me know. You can reach me at [your phone number] or [your email address] for any further information.

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

Sincerely,

[Your Name]

[Your Grade/Class, if applicable]

[Your School, if applicable]