

Required Course Work Waiver Letter Format

January 1, 2000

Jane Doe
123 Maple Leaf Dr
Somewhere TX 76012

Dear Ms. Moseley

I would like to request a course work waiver for the following courses:

Course Name and Number	College attended	Semester and Year
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I am seeking entry in the _____ [ADN Transition and/or, MEEP] Program.

I currently work as a(n) _____ in the following areas _____ at _____ in _____, Texas. My job duties include _____.

I feel that my education/medical experience as a(n) _____ for _____ years has helped me to maintain my knowledge of the sciences because _____.

I received my _____ education/licensure/certificate in _____ from _____.

I have enclosed the following _____ information for your review.

Thank you

Jane Doe, [insert title]
(817) 123-4567
email address