Dear Department Chair,

I am writing to your department to request permission to re-add the course ENGR 17, and CSC 28 that I was previously enrolled. I was dropped by the system, for not paying in time since I was still waiting for the financial aid until the 4th week of the semester. I am a dependent student that depends on my parents to help me pay part of my tuition fee and the money that will help me pay part of the tuition came right after I was dropped by the system so I am writing a request permission to re-add the courses ENGR 17, and CSC 28.

I’ve been working very hard in all of my classes as of today. I haven’t miss any of the classes since the first day of the semester, and I have been doing all the homework that has been assigned so far. And in one of my classes, I got an A on my first exam and most of all, I’ve been enjoying all my classes because all of my professors are very helpful, the lectures are easy to understand.

I was really hoping to be able to enroll back to all of my classes again so that I can enjoy the rest of the semester, and finish successful to all of my classes to reach my goal in the future.

Thank you so much for your time and consideration.

Sincerely,

Kenneth Godfred Echaluse  
Phone: (916) 425 - 1652