

**SUBJECT: REQUEST FOR PERMISSION CODE - <STUDENT NAME> <STUDENT ID>**

Dear CECS Student Services,

I hope this email finds you well!

I am <Student Name> ( <Student ID>). My degree is <Degree Name>.

(If applicable) I am doing a major in <Major Name> and/or a minor in <Minor Name> and/or a specialisation in <Specialisation Name>.



|  |  |  |
| --- | --- | --- |
| Degree |  | <Degree Name> |
|  |  |  |
| Major |  | <Major Name> |
| Minor |  | <Minor Name> |
| Specialisation |  | <Specialisation Name> |



This email is regarding the request for **PERMISSION CODE** for <CourseCode><Course Title> .

<If course has prerequisites>



|  |  |  |
| --- | --- | --- |
| <Course Prerequisite Code><Course Prerequisite Title> |  | <.Met/Not met> |
| <Course Prerequisite Code><Course Prerequisite Title> |  | <.Met/Not met> |
| My degree plan is attached below as a PDF. |  |  |



Please advise me of your decision by email. I look forward to your reply.

Thank you for your time and consideration.

Regards,

<Student Name>

<Student ID>

<Attached Full Degree Plan PDF>

Connect with us: tlprofservteam@gmail.com

Powered by **Bindi**@2017