January 1, 2023

John Doe

123 Main Street

Tiffin, OH 44883

John.Doe@gmail.com

Credit for Prior Learning

Tiffin University

155 Miami Street

Tiffin, OH 44883

To whom it may concern,

This letter represents my formal request to waive the internship requirement for my Bachelors of Criminal Justice in Contemporary Justice.

Based on my experience in the field, and as reflected in my resume, I feel that I have already attained the knowledge, skills, and abilities that the internship would afford, and I am requesting that I be

waived from this requirement.

I understand that while the internship itself may be waived, I may be required to make up any academic credits associated with the internship by completing a substitutute course.

Please let me know if you have any questions or require any additional information.

Thank you in advance for your consideration,

**John Doe**