Template for Medical Reduced Course Load Letter of recommendation

[insert letterhead]

[DATE]

Dear ISS,

I am writing in support of [student’s first and last legal name] request to reduce their course load/enroll in zero credit hours [select which one] for [insert semester and year for reduced course load] on the basis that they have a medical condition.

Sincerely,

[Signature]

[PROVIDER NAME]

[PROVIDER TITLE]