

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Unable to {Dissect Animal} due to Medical Reasons – From Student to School

Dear :

I am requesting that I be exempt from the dissections that are to occur in my Advanced Biology Lab. I am aware that to understand the systems and anatomy of the body, dissection is the preferred method. However, other experiences with dissection have proven that it is a health hazard for me. After the last dissection that I participated in, I passed out in two hours later and had to be rushed to the hospital. The doctor diagnosed that I have an extreme allergy to the chemicals used in preserving the animal, specifically formaldehyde. I have obtained a written statement from my doctor explaining my allergy.

I am willing to make up this work in other forms. Thank you for your corporation in this matter. If you have any questions please do not hesitate to contact me.

Sincerely,

N A M E