

[Department or division letterhead]

To: Office of University Counsel

From:

Date:

Re: Request for exemption from certain requirements in TTU's Minors on Campus policy for
[INSERT NAME OF PROGRAM OR ACTIVITY AND DATE(S) OF EVENT]

Pursuant to Section V.N of TTU's Minors on Campus policy, I am requesting [an exception/exceptions] for the following provision(s) of TTU's Minors on Campus policy:

[INSERT PROVISION(S) (INCLUDING SECTION NUMBER AND LETTER) FOR WHICH YOU ARE REQUESTING EXCEPTION(S)]

I am requesting [this exception/these exceptions] for the following reasons:

[INSERT REASON(S) FOR THE REQUEST]

If granted, the [INSERT NAME OF PROGRAM OR ACTIVITY] will take the following steps to protect minors:

[INSERT ALTERNATIVE ARRANGEMENTS TO PROTECT MINORS IF GRANTED AN EXEMPTION]

Please contact me at [INSERT CONTACT INFORMATION] if you have additional questions or concerns.