**Add** request:

Professor,

My name is John Smith. I am interested in taking your Math 101, section 10 course for this Spring 2021 semester. Unfortunately, this section, the only that will work with my current schedule, is restricted to majors other than mine. Would you be willing to consider allowing me to take one of the open seats, despite the course restriction? If so, can you please provide your permission by replying to this email?

Thank you,

**Drop** request:

Professor,

My name is John Smith, a student in your Math 101 section 10 course. Unfortunately, I will need to drop this course for the Spring 2021 semester. Can you please acknowledge my departure from your class by replying to this email?

Thank you,