

Today's date

Re: Request to Work On-Campus for more than 20 hours/week based on Special Student Relief

I am an F-1 student from XXX. This letter is to request permission for off-campus employment while school is in session based on Special Student Relief.

(In this paragraph, explain how you are experiencing severe economic hardship as a direct result of emergent circumstances specified in the Federal Register notice. Check the applicable notice that applies to you from the link here: <https://www.qc.cuny.edu/academics/iss/iss-virtual-office-assistant/special-student-relief/>)

I am striving to complete my studies at The City University of New York Queens College. Please help alleviate my economic hardship so I can achieve my academic goal. Thank you for your consideration of my request.

Note: I am attaching supporting documents to demonstrate my current circumstances.

Sincerely,

Your name