

# Letter of Appeal for Timetable Change

Date: [Insert Date]

To:

[Recipient's Name]

[University/College Name]

[Department Name]

[University/College Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for a change to my undergraduate course timetable for the [Insert Semester/Year] semester. My name is [Your Name], and I am currently enrolled in the [Your Program Name] program, student ID [Your Student ID].

After reviewing the current timetable, I have encountered a significant conflict that impacts my ability to attend my classes effectively. Specifically, [briefly explain the conflict, such as overlapping classes or external commitments]. This situation has caused me considerable difficulty as I am committed to maintaining my academic performance.

I kindly ask for your understanding and consideration in revising my timetable. I believe that a slight adjustment, such as [suggest specific changes], would enable me to fulfill my academic requirements more effectively and participate fully in my studies.

Thank you for taking the time to consider my request. I appreciate your assistance in this matter and look forward to your favorable response.

Sincerely,

[Your Name]

[Your Contact Information]