

Request for Consultation on Class Timetable Revision

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[University/Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a consultation regarding the current timetable for the undergraduate classes in [specific program/department].

After reviewing the existing schedule, I have identified some potential conflicts that may affect my coursework and academic progress. I believe that a revision of the timetable could benefit both myself and my peers.

I would greatly appreciate the opportunity to discuss this matter at your earliest convenience. Please let me know a suitable time for you, and I will do my best to accommodate.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Student ID Number]

[Program of Study]