

# Department of [Department Name]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

## **Subject: Request for Changes in Undergraduate Course Roster**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request changes to my undergraduate course roster for the [specific term, e.g., Fall 2023] semester. Due to [briefly explain reason, e.g., scheduling conflicts, personal issues], I would like to [mention specific changes requested, e.g., drop a course, add a course, change a course section].

The details of my current course roster are as follows:

- [Course Code and Title]
- [Course Code and Title]
- [Course Code and Title]

I would like to propose the following changes:

- Drop: [Course Code and Title]
- Add: [Course Code and Title]

I appreciate your time and consideration regarding this matter. Please let me know if you require any additional information or documentation to process my request. I look forward to your guidance on the next steps.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID]