

# **Inquiry Regarding Undergraduate Course Schedule Alterations**

Date: [Insert Date]

To: [Recipient's Name]

[Department Name]

[University Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the recent alterations made to the undergraduate course schedule for the upcoming semester.

As a current student pursuing a degree in [Your Major/Field of Study], I have noticed significant changes in the timing and availability of several courses that are essential for my academic progression. Specifically, I am concerned about [Specify the courses or classes you are inquiring about].

I would appreciate any information you could provide regarding the reasons for these changes and any potential options that may be available to accommodate students affected by the schedule alterations.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Information]