

Request for Course Schedule Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[University Name]

[University Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to my current undergraduate course schedule for the [insert semester, e.g., Fall 2023] term. My name is [Your Name], and I am a [Your Year, e.g., sophomore] studying [Your Major] with student ID [Your Student ID].

Due to [briefly explain reason for request, e.g., personal circumstances, scheduling conflicts], I would like to request the following changes to my course schedule:

- Current Course: [Current Course Name] - [Day/Time]
- Requested Change: [Desired Course Name] - [Day/Time]

I believe this modification will greatly aid me in my academic journey, enabling me to [explain how this change is beneficial].

Thank you for considering my request. I would appreciate any assistance you can provide regarding this matter. Should you need any additional information, please do not hesitate to contact me.

Warm regards,

[Your Name]

[Your Student ID]

[Your Major]