

Subject: Concern Regarding Scheduling Conflicts for Office Hours

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding the current scheduling of office hours. It has come to my attention that there are several conflicts that may hinder both students and staff from making the most of this valuable time.

Specifically, [mention specific conflicts, e.g., overlapping classes, other obligations]. As a result, many individuals may not be able to attend office hours as needed, which could affect their understanding of course material and overall performance.

I believe it would be beneficial to revisit the office hours schedule to ensure it accommodates the needs of both students and faculty. Perhaps a survey could be conducted to gather input from all parties involved.

Thank you for considering this matter seriously. I look forward to your response.

Sincerely,
[Your Name]
[Your Position/Role]
[Your Contact Information]