

Summer Semester Enrollment Modification Request

Dear [Advisor's Name],

I hope this message finds you well. I am writing to formally request a modification to my enrollment for the upcoming summer semester. My name is [Your Name], and my student ID is [Your Student ID].

Currently, I am enrolled in the following courses:

- [Course Name 1 - Course Code]
- [Course Name 2 - Course Code]
- [Course Name 3 - Course Code]

Due to [brief reason for modification, e.g., personal circumstances, work commitments, etc.], I would like to request the following changes:

- Drop [Course Name - Course Code]
- Add [New Course Name - Course Code]

I believe this adjustment will help me to manage my studies more effectively. I appreciate your understanding and support in this matter.

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

Sincerely,

[Your Name]
[Your Contact Information]
[Your Degree Program]