

Course Schedule Alteration Notification

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you about a recent alteration to your course schedule for the upcoming semester.

The following changes have been made:

- **Course Name:** [Old Course Name] has been changed to [New Course Name]
- **Course Code:** [Old Course Code] changed to [New Course Code]
- **Date and Time:** [Old Date and Time] will now be held on [New Date and Time]
- **Location:** The course will now take place in [New Location]

We understand that changes to your schedule may be inconvenient, and we appreciate your understanding in this matter. Please feel free to reach out to us if you have any questions or concerns regarding this alteration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]