

Request for Schedule Adjustment

Date: [Insert Date]

To: [Residency Program Coordinator's Name]

[Residency Program Name]

[Residency Program Address]

Dear [Residency Program Coordinator's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my schedule for the artist residency program. Due to [briefly explain reason, e.g., unforeseen circumstances, personal commitments], I am unable to adhere to the original timeline.

I would greatly appreciate your understanding and support in rescheduling my commitments for the following periods:

- [Original date] to [Requested new date]
- [Additional dates, if needed]

I am eager to continue my participation in the residency and am committed to maintaining open communication about my progress. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio Link, if applicable]