

# Notification of Adjustment in Academic Schedule

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to your academic schedule for the [insert academic term/semester].

The following changes have been made:

- **Course Title 1:** [New Day/Time/Location]
- **Course Title 2:** [New Day/Time/Location]
- **Course Title 3:** [New Day/Time/Location]

Please ensure that you review your updated schedule on the student portal. Should you have any questions or concerns regarding these changes, feel free to reach out to the academic office.

Thank you for your understanding and flexibility.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]