

# Letter of Alteration in Course Schedules

Date: [Insert date]

To,

[Recipient Name]

[Department/Office Name]

[Institution Name]

[Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an alteration to my current course schedule for the [specific semester/term, e.g., Fall 2023]. Due to [briefly explain reason, e.g., unforeseen circumstances, personal conflicts, etc.], I find myself needing to make adjustments to my enrolled courses.

Currently, I am enrolled in the following courses:

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

I would like to request a change to the following courses:

- Change [Course Name 1] to [New Course Name] - [New Course Code]
- Remove [Course Name 2]
- Add [New Course Name 2] - [New Course Code]

I believe these changes will enable me to better manage my academic commitments and enhance my learning experience. I kindly ask for your assistance and guidance on how to proceed with these alterations.

Thank you for your understanding and support. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Program and Year]