

Class Schedule Adjustment Notification

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you about an adjustment to your class schedule for the upcoming semester.

Your original schedule was as follows:

- [Original Class 1 - Day/Time]
- [Original Class 2 - Day/Time]
- [Original Class 3 - Day/Time]

However, due to [reason for adjustment], the updated schedule will be:

- [New Class 1 - Day/Time]
- [New Class 2 - Day/Time]
- [New Class 3 - Day/Time]

If you have any questions or concerns regarding this adjustment, please do not hesitate to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[School/Institution Name]