

Request for Course Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally appeal for an adjustment to my current undergraduate course schedule. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major] with student ID [Your Student ID].

Due to [briefly explain your reason, e.g., personal circumstances, scheduling conflicts, etc.], I believe that my current course registration does not align with my academic goals and personal situation. I am requesting to [specify the adjustment you are seeking, e.g., add/drop a course, switch sections, etc.].

I have consulted with my academic advisor, [Advisor's Name], who supports my request, and I have attached their recommendation letter for your reference. I am committed to maintaining my academic standing and believe that this adjustment will greatly aid in my success.

Thank you for considering my appeal. I look forward to your favorable response.

Sincerely,

[Your Name]