

# Modification Request for Course Schedule

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Advisor's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to formally request a modification to my undergraduate course schedule for the upcoming [term/semester]. My name is [Your Name], and my student ID is [Your Student ID].

Due to [briefly explain your reason, e.g., personal circumstances, a scheduling conflict, etc.], I would like to request the following modifications:

- Current Course: [Course Title and Code] - Proposed Change: [New Course Title and Code]
- Current Course: [Course Title and Code] - Proposed Change: [New Course Title and Code]

I understand that modifying my course schedule may require approval, and I am willing to provide any necessary documentation to support my request. I appreciate your assistance in this matter and look forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Student ID]