

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request information regarding the schedule and timing of my classes for the upcoming term.

Understanding the schedule will greatly assist me in planning my study commitments and other obligations. If possible, I would appreciate it if you could provide me with the full timetable, including any important deadlines or changes that may be relevant.

Thank you very much for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]