

Class Enrollment Schedule Amendment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Amendment to Class Enrollment Schedule

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a necessary amendment to the enrollment schedule for the upcoming semester.

Originally, the class titled [Original Class Name] was scheduled for [Original Date and Time]. However, due to [reason for amendment], we will need to reschedule it to [New Date and Time].

Please update your records accordingly. We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

If you have any questions or need further clarification, please feel free to contact me at [Your Email] or [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]