

# Class Schedule Adjustment Notification

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you of a scheduled adjustment to your class schedule for the upcoming term.

Due to [reason for the change], the following changes have been made:

- **Previous Class:** [Previous Class Name] - [Previous Class Day/Time]
- **New Class:** [New Class Name] - [New Class Day/Time]

We apologize for any inconvenience this may cause and appreciate your understanding as we make these necessary adjustments. If you have any questions or concerns regarding this changes, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[School Name]