

# Course Schedule Change Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change in my course schedule for the [specify semester/year]. My name is [Your Name], and I am currently enrolled in [Current Course Name] with the course code [Course Code].

Due to [briefly explain reason for the request, e.g., personal circumstances, scheduling conflict, etc.], I am unable to continue with my current schedule. I kindly request to change my schedule to include [specify new course or schedule preference].

I appreciate your understanding and consideration of my request. Please let me know if you need any further information or if there are forms that I need to complete.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]