

# Summer School Schedule Change Request

Date: [Insert Date]

To: [Principal's Name]

Summer School Program Coordinator

[School's Name]

[School's Address]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request a change in my summer school schedule for the [specific course or subject] that I am currently enrolled in.

Due to [briefly explain reason, e.g., a scheduling conflict, a family commitment, etc.], I am unable to attend the classes as originally planned. I would greatly appreciate your assistance in adjusting my schedule to allow for my participation in [propose an alternative schedule or course].

I understand the challenges this may pose and am willing to work with your office to find a suitable resolution. Thank you very much for considering my request.

I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID, if applicable]