

Letter of Appeal for Alteration of Class Timetable

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for an alteration to my current class timetable for the [specific course/program name]. As a [your year, e.g., first-year] student, I have encountered some challenges that have made attending my classes difficult during the scheduled times.

Specifically, the classes on [mention specific days/times] conflict with [reason for the conflict, e.g., work commitments, family obligations, etc.]. I believe that having my classes scheduled at alternative times would significantly enhance my learning experience and allow me to perform to the best of my abilities.

I kindly request your consideration in revising my timetable to accommodate my situation. I am willing to discuss possible solutions and am open to alternative class timings if that is feasible.

Thank you for considering my appeal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]