

Application for Class Time Change

To,

The Principal,
[School/College Name]
[School/College Address]

Date: [Insert Date]

Subject: Application for Change of Class Timing

Respected Sir/Madam,

I hope this message finds you well. I am [Your Name], a student of [Your Class/Grade] in your esteemed institution. I am writing to formally request a change in my class timing for [specific subject/class name] due to [briefly explain reason, e.g., a conflict with another class, personal issues, etc.].

Currently, the class is scheduled at [current time], and I would like to request that it be moved to [preferred time, if applicable]. I believe this change would enable me to [explain how the change would benefit you, e.g., improve my academics, manage my time better, etc.].

I assure you that I am committed to my studies and this change will help me in maintaining my academic performance.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,
[Your Name]
[Your Class/Grade]
[Your Roll Number]
[Your Contact Information]