

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a change in my class timetable for the [specific semester/term, e.g., Fall 2023]. I have encountered some unforeseen circumstances that necessitate this change.

Due to [briefly explain the reason, e.g., a new job commitment, family responsibilities, health issues], I am finding it increasingly difficult to maintain my current schedule. Therefore, I kindly request a review of my timetable to allow for [specific changes you are requesting, e.g., moving classes to different days or times].

I believe that these adjustments will enable me to better manage my responsibilities while continuing to excel in my studies. I am committed to ensuring that this change does not adversely affect my academic performance.

Thank you for considering my request. I am looking forward to your understanding and support. Please let me know if you require any further information or if we could arrange a suitable time to discuss this matter.

Sincerely,

[Your Name]