

# Request to Modify Class Timetable

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Title]  
[School/University Name]  
[School/University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a modification to my class timetable for the upcoming semester. After reviewing my current schedule, I have found that [briefly explain the reason for the request, e.g., a scheduling conflict, personal reasons, etc.].

Specifically, I would like to request that [provide details on which classes you would like to change and any suggested alternatives]. I believe this modification would greatly enhance my ability to [explain the benefit of the modification, e.g., manage time effectively, fulfill academic requirements, etc.].

I appreciate your consideration of my request and am open to discussing potential solutions that could meet both the academic requirements and my personal situation. Thank you for your time and support.

Sincerely,  
[Your Name]