

Request for Class Schedule Change

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a change to my current class schedule. Due to [briefly explain the reason, e.g., a conflict with another course, personal reasons, etc.], I believe that modifying my schedule would greatly benefit my academic progress.

Currently, I am enrolled in [current class name] during [current time], and I would like to request a transfer to [requested class name] at [requested time]. I believe that this change will allow me to [mention the benefits of the change].

Thank you for considering my request. I look forward to your understanding and support in helping me achieve my academic goals.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]