

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to my course schedule for the [specific term/semester, e.g., Fall 2023].

Due to [brief explanation of the reason for the request, e.g., personal circumstances, workload, etc.], I would like to propose the following changes:

- Current Course: [Current Course Name] - [Current Course Code]
- Requested Change: [New Course Name] - [New Course Code]

I believe that this change will better align with my academic goals and commitments. I appreciate your consideration of my request and would be happy to provide any additional information if needed.

Thank you for your time and attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID Number]