

Petition for Alteration in Class Enrollment

Date: [Insert Date]

To:

[Recipient's Name]

[Title]

[School/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an alteration to my class enrollment for the upcoming [semester/term/year]. My name is [Your Name], and I am currently enrolled in [Current Class/Classes]. My student ID is [Your Student ID].

Due to [briefly explain the reason, e.g., personal circumstances, scheduling conflicts, academic goals], I believe that making this change would greatly benefit my educational experience.

I would like to request to enroll in [Desired Class/Classes] instead. I have researched the course details and believe it aligns more closely with my academic goals and current schedule.

I appreciate your attention to this matter and hope for your understanding. If necessary, I am available for a meeting to discuss this request further. Thank you for considering my petition.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Class/Program]