

Application for Class Period Adjustment

Date: [Insert Date]

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

[Recipient's Name]
[Position or Title]
[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 formally request an adjustment to my class schedule for [Specify Class Name or Period] due to [Brief Reason for Request].

Currently, my class period for [Specify Class Name] is scheduled at [Current Time/Period]. Due to [Explain Reasons, such as conflicts with another class, personal reasons, etc.], I believe that a schedule adjustment would greatly benefit my academic performance.

I kindly request that my class period be moved to [Proposed Time/Period]. I am confident that this change will allow me to dedicate the necessary time and focus to excel in my studies.

Thank you for considering my application. I appreciate your understanding and support. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Grade/Class]
[Your Student ID]