

# Letter of Demand for Class Schedule Alteration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[School/Institution Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a revision of my class schedule for the [specified term/semester], as there are several conflicts that affect my ability to attend and fully engage in my courses.

Currently, my schedule includes:

- [Course Name and Code] - [Days and Times]
- [Course Name and Code] - [Days and Times]
- [Course Name and Code] - [Days and Times]

Due to [reason for request, e.g., a concurrent commitment, personal issues, etc.], I am unable to attend these classes as scheduled. I kindly request your assistance in altering my schedule to allow for my academic success and personal commitments. Ideally, I am looking for classes that fit into the following time frames:

- [Preferred Day and Time]
- [Preferred Day and Time]

I appreciate your consideration of my request and look forward to your prompt response. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID]