

Inquiry Regarding Class Schedule Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[School/Organization Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of modifying my class schedule for the upcoming semester. Due to [brief reason for the request, e.g., personal commitments, work obligations, etc.], I am hoping to adjust my enrollment in the following course(s):

- [Course Name 1]
- [Course Name 2]

Could you please provide me with information regarding the process for modifying my schedule? Additionally, I would appreciate any advice on alternative classes that may fit my requirements.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]