

# Petition for Class Schedule Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[School/University Name]

[School/University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a schedule adjustment for my current class timetable. As a [Your Year, e.g., sophomore] student majoring in [Your Major], I have encountered some challenges in balancing my academic responsibilities due to [briefly explain reason, e.g., conflicting classes, personal circumstances, etc.].

I would like to petition for an adjustment in my schedule to allow me to [explain desired changes, e.g., switch classes, add a course, etc.]. I believe that this change will significantly aid in my academic performance and overall well-being.

I appreciate your consideration of my request and am willing to discuss this matter further at your convenience.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Student ID]