

Request for Alteration in Class Timetable

To,
The Class Teacher,
[School Name],
[School Address],
[City, State, Zip Code]

Date: [Insert Date]

Subject: Request for Alteration in Class Timetable

Dear [Class Teacher's Name],

I hope this message finds you well. I am [Your Name], a student of [Your Class/Grade] at [School Name]. I am writing to kindly request an alteration in the class timetable due to [briefly explain the reason, e.g., a scheduling conflict, health issues, etc.].

Currently, my classes are scheduled as follows:

- [Class/Subject 1]: [Day/Time]
- [Class/Subject 2]: [Day/Time]
- [Class/Subject 3]: [Day/Time]

I would greatly appreciate it if you could consider my request to [suggest the desired change, e.g., reschedule a particular class to another day/time]. This change will help me manage my time better and continue my studies more effectively.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Roll Number]
[Your Contact Information]