

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change to my current timetable for [specific course or activity] due to [brief explanation of reason, e.g., personal circumstances, scheduling conflict].

Currently, I am enrolled in [Current Course/Subject] scheduled at [Current Time], which conflicts with [Reason]. After reviewing the available options, I would like to propose the following changes: [Proposed Time/Option].

I believe this change will allow me to [mention any benefits, such as improving performance, managing responsibilities effectively, etc.]. I appreciate your understanding and consideration of my request.

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

Sincerely,

[Your Name]