

Request to Modify Class Timings

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a modification to the class timings for [Course Name or Class] scheduled on [Current Days and Times]. Due to [reason for request, e.g., a scheduling conflict, a personal commitment], I am unable to attend the class at its current time.

I would greatly appreciate it if the class could be moved to [Proposed Days and Times]. I believe this change would not only benefit me but could also accommodate others facing similar challenges.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]