

# Letter of Submission for Class Schedule Revision

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[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 formally request a revision of my class schedule for the upcoming academic term. After reviewing my current schedule, I have identified certain conflicts and believe that adjustments would greatly enhance my educational experience.

Specifically, I would like to address the following classes:

- Class Name 1 - [Insert Reason for Change]
- Class Name 2 - [Insert Reason for Change]

I believe that with these adjustments, I will be able to perform better academically and manage my time more effectively. I would appreciate your consideration of my request, and I am open to discussing alternative options as well.

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

Sincerely,

[Your Name]