

Appeal for Course Schedule Alteration

Date: [Insert Date]

To: [Recipient Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal for an alteration to my course schedule for the [insert semester/year]. My name is [Your Name], and I am currently enrolled in [Your Program/Department] with student ID [Your Student ID].

Due to [briefly explain reason for appeal, e.g., a scheduling conflict, personal circumstances], I am unable to maintain my current course schedule. I believe that adjusting my schedule would enable me to better manage my academic responsibilities and succeed in my studies.

I kindly request your consideration for the following changes: [List specific courses and proposed alterations]. I am committed to fulfilling all necessary requirements and responsibilities and appreciate your understanding in this matter.

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

Sincerely,

[Your Name]

[Your Contact Information]