

Application for Timetable Modification

Date: [Insert Date]

To,
The [Designation],
[Institution/Organization Name],
[Address Line 1],
[Address Line 2],
[City, State, Zip Code].

Subject: Application for Modification of Timetable

Dear [Recipient's Name],

I am writing to formally request a modification to my current timetable due to [briefly state reason, e.g., personal commitments, health issues, work obligation]. My name is [Your Name], and I am a [Your Year/Grade and Course/Program].

Currently, my timetable includes the following classes at these times: [List classes and their times]. Due to the circumstances stated, I kindly request that my timetable be adjusted to [proposed timetable changes].

I believe these modifications would greatly assist me in [explain how the changes will help you, e.g., achieving better academic performance, balancing commitments]. I assure you that I will fulfill all academic responsibilities in accordance with the modified timetable.

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

Sincerely,
[Your Name]
[Your Student ID (if applicable)]
[Your Contact Information]