

Request to Modify Course Timetable

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

To,
[Recipient's Name]
[Recipient's Title/Position]
[Institution/Organization Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a modification to the course timetable for [Course Name or Code], currently scheduled for [Current Day/Time]. Due to [briefly explain your reason, e.g., a scheduling conflict, personal circumstances, etc.], I am unable to attend the class at this time.

I would greatly appreciate it if you could consider rescheduling the class to [Proposed Day/Time]. I believe this adjustment could benefit not only myself but also other students facing similar issues.

Thank you for considering my request. I am hopeful for a positive response and am willing to discuss this matter further if necessary.

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