

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Institution/Organization Name]

[Institution Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of rescheduling my class, [Class Name], which is currently scheduled for [Current Date and Time]. Due to [reason for rescheduling], I am unable to attend at this time.

Would it be possible to move the class to [Proposed Date and Time]? I believe this change would allow me to participate fully and benefit from the session.

Thank you for considering my request. I appreciate your understanding and support, and I look forward to your response.

Sincerely,

[Your Name]