

Petition for Semester Schedule Change

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Department/Office Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally petition for a change to my semester schedule due to [briefly explain the reason, e.g., personal circumstances, job obligations, or academic conflicts]. My current schedule is as follows:

- [Course 1]
- [Course 2]
- [Course 3]
- [Course 4]

I would like to request a change to the following courses:

- [Course to be dropped and reason]
- [Course to be added and reason]

Change is necessary as [provide further details justifying your request]. I believe that this change will enable me to [explain how the change will help you academically or personally].

I appreciate your time and understanding in considering my petition. I am hopeful for a positive response and am open to discussing this matter further at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]