

Request for Class Schedule Adjustment

Date: [Insert Date]

To: [Insert Name of the Registrar or Appropriate Authority]

[Insert Title]

[Insert School/University Name]

[Insert Address]

Dear [Insert Name of the Registrar or Appropriate Authority],

I hope this message finds you well. My name is [Your Name] and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [School/University Name]. I am writing to request an adjustment to my class schedule for the upcoming semester.

Due to [briefly explain your reason, e.g., a scheduling conflict, health issues, etc.], I am unable to maintain my current course load as it stands. Specifically, I would like to request a change from [Current Course/Time] to [Requested Course/Time]. I believe this adjustment will greatly help me manage my academic responsibilities more effectively.

I understand that schedule changes can be challenging, but I assure you that I am committed to fulfilling my academic requirements. I would greatly appreciate your assistance in this matter.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]