

Request for Class Day/Time Change

Date: [Insert Date]

To: [Instructor's Name]

[Instructor's Title]

[Course Name]

[Institution Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a change in the scheduled day and time for my class, [Course Name], which is currently set for [Current Day/Time]. Due to [brief explanation of the reason, e.g., a scheduling conflict, personal reasons], I am unable to attend at the scheduled time.

If possible, I would greatly appreciate it if the class could be moved to [Proposed Day/Time]. I believe this adjustment would allow me to fully participate in the course and keep up with the material.

Thank you for considering my request. I apologize for any inconvenience this may cause and look forward to your understanding. Please let me know if we can discuss this further.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]