

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you of a change in my schedule that will affect my attendance during [specific class or period, e.g., "4th period Chemistry"].

Starting from [start date], I will be [brief explanation of the reason for the schedule change, e.g., "attending a specialized program that conflicts with our regular class timing"]. I understand the importance of continuity in education and am committed to keeping up with the lessons and assignments during this period.

I would appreciate any guidance you can offer regarding what I will miss in class and any resources I can utilize to stay on track.

Thank you for your understanding and support.

Best regards,

[Your Name]
[Your Grade/Section]
[Your Contact Information]