

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Institution/School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request changes to my enrollment status for the [Specify Semester/Year] at [Institution/School Name].

[Clearly state your current enrollment status and the changes you wish to request, such as adding or dropping classes, changing majors, etc.]

The reason for this request is [briefly explain your rationale for the changes, if applicable].

I understand that there may be procedures and deadlines associated with these changes, and I am willing to fulfill any requirements necessary to facilitate this process.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]