

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[Kumon Center Name]
[Center Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of a change in the schedule for my child, [Child's Name], who is enrolled at your Kumon Center.

Due to [reason for the schedule change], I would like to request an adjustment in the following details:

- Current Schedule: [Current Days/Times]
- New Schedule: [Requested Days/Times]

Please let me know if this change can be accommodated. I appreciate your assistance and look forward to your prompt reply.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]