

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Grade/Class] student at [School's Name]. I am writing to formally request a change in my current class schedule.

[Explain the reason for the request in a few sentences, e.g., conflicts with other classes, personal circumstances, etc.].

I believe that a change in my schedule would greatly benefit my academic performance and overall well-being. I would greatly appreciate your consideration of my request.

Thank you for your time and understanding. I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Contact Number]