

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

Yakima Valley Community College

[College Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Course Adjustment Request

I hope this message finds you well. I am writing to formally request a course adjustment for the [specific course name] that I am currently enrolled in for the [semester/term, e.g., Fall 2023].

[Explain the reason for the course adjustment, such as personal circumstances, academic challenges, or scheduling conflicts. Be clear and concise.]

I understand the importance of adhering to the college's policies regarding course enrollment and adjustments and am willing to provide any necessary documentation to support my request. I would greatly appreciate your consideration of my situation.

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

Sincerely,

[Your Full Name]
[Student ID Number]
[Program of Study]