

Class/Section Change Request Letter

Subject: Request for Change of Class/Section

Dear Principal [Name],

I am writing to request a change of class/section for my child, [Student Name], currently enrolled in [Current Class/Section], due to [reason, e.g., peer compatibility, schedule conflicts].

Kindly advise on the feasibility of this request and the formal procedure required.

Thank you for your guidance.

Sincerely,

[Parent Name]

[Contact Information]

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