

# Change of Major Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Academic Advisor's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Academic Advisor's Name],

I hope this message finds you well. I am writing to formally request a change of major from [Current Major] to [New Major]. After careful consideration and discussion with my mentors, I believe that this change aligns more closely with my career goals and personal interests.

I would greatly appreciate your guidance on the necessary steps I need to take to facilitate this transition. Please let me know if there is any paperwork I need to complete or if a meeting would be beneficial to discuss my request further.

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

Sincerely,

[Your Name]

[Student ID Number]