

Change of Major Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[University Name]

[Department/College Name]

[University Address]

[City, State, Zip Code]

Dear [Advisor/Department Head's Name],

I hope this message finds you well. I am writing to formally request a change of major from [Current Major] to [Desired Major]. After careful consideration and self-reflection, I have realized that my true passion lies in [explain briefly your reasons for the career change, e.g., specific interests, values, or experiences that influenced your decision].

Through my academic journey thus far, I have gained valuable insights that have ignited my interest in [mention relevant courses or experiences related to the desired major]. I believe that pursuing [Desired Major] will better align with my career aspirations and help me develop the skills necessary to succeed in this field.

I have researched the curriculum for [Desired Major] and am excited about the opportunities it presents. I believe that this decision will not only enhance my educational experience but also better prepare me for my future career.

I kindly ask for your support and guidance in facilitating this change. I am eager to discuss the next steps and ensure that I meet all necessary requirements for this transition. Thank you very much for considering my request.

Sincerely,

[Your Name]

[Student ID Number]