

Change of Major Request for Declaring a Minor

Date: [Insert Date]

[Your Name]

[Your Student ID Number]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Department Head's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Department Head's Name],

I am writing to formally request a change of major to declare a minor in [Name of Minor] at [University Name]. After careful consideration of my academic goals and career aspirations, I believe that adding this minor will greatly enhance my knowledge and skill set.

My current major is [Current Major]. While I have enjoyed my studies in this area, I have developed a strong interest in [Explain your interest in the minor], which I believe aligns with my career objectives.

I have reviewed the requirements for the [Name of Minor] and am confident that I can successfully integrate this into my academic plan. I am keen to meet with an academic advisor to discuss my course schedule and ensure that I am on track for graduation.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]