

# Change of Major Request

Date: [Insert Date]

[Your Name]

[Your Student ID]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Department Head's Title]

[University Name]

[Department Name]

[University Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to formally request a change of major within the dual degree program. Currently, I am enrolled in [Current Major] and wish to change to [New Major]. After careful consideration and discussions with my academic advisor, I believe this change aligns better with my career goals and personal interests.

I have reviewed the curriculum for [New Major] and am excited about the opportunities it presents. I am confident that this change will enhance my educational experience and help me achieve my long-term objectives.

Please let me know if you require any further information or documentation to process my request. I appreciate your attention to this matter and look forward to your approval.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Student ID]