

Change of Major Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a change of major from [Current Major] to [Desired Major].

After careful consideration of my academic goals and career aspirations, I believe that pursuing a degree in [Desired Major] aligns more closely with my interests and professional objectives. I have taken the time to assess my strengths and passions, and I am enthusiastic about the opportunities within [Desired Major].

I understand the implications of this change and am prepared to meet any requirements necessary to facilitate this transition. I am committed to continuing my studies with diligence and dedication.

Thank you for considering my request. I look forward to your favorable response and am happy to discuss this matter further at your convenience.

Sincerely,

[Your Name]

[Your Student ID]