

Change of Major Request

Date: [Insert Date]

[Your Name]

[Your Student ID]

[Your Current Major]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Office of the Registrar

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Office of the Registrar/Specific Person's Name],

I am writing to formally request a change of major from [Current Major] to [Desired Major]. I am an international student at [University Name] and my student ID is [Your Student ID].

After careful consideration and evaluation of my academic and career goals, I believe that shifting my focus to [Desired Major] will better align with my strengths and aspirations. I have taken [relevant courses or experiences] that have further solidified my interest in this field.

I am aware of the requirements for changing my major and am prepared to fulfill any necessary steps. I would appreciate your guidance on the process, as well as any advice you may have.

Thank you for considering my request. I am looking forward to your favorable response.

Sincerely,

[Your Name]