

# Change of Major Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Advisor's Name or Department Head],

I hope this message finds you well. I am writing to formally request a change of major from [Current Major] to [New Major] within the [Degree Program Name] offered online at [University Name].

After careful consideration, I believe that [New Major] aligns more closely with my career goals and interests. I have taken time to evaluate my options, and I am excited about the opportunities that this new path could provide.

Please let me know what steps I need to take in order to facilitate this change. I am eager to make this transition and to continue my studies in the new program.

Thank you for your attention to this matter. I look forward to your guidance and support.

Sincerely,

[Your Name]

[Your Student ID]