

Change of Major Request

Date: [Insert Date]

[Your Name]

[Your Student ID]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a student in the [Current Major] program at [University Name]. I am writing to formally request a change of major from [Current Major] to [Desired Major].

As you may be aware, I am currently on academic probation due to my recent academic performance. After careful consideration and reflection on my interests and strengths, I believe that changing my major to [Desired Major] will better align with my academic and career aspirations.

I am highly motivated to improve my academic standing and am committed to succeeding in my new field of study. I have researched the requirements and courses for the [Desired Major] program and am willing to take the necessary steps to meet the standards expected of me.

I would greatly appreciate your consideration of my request. Please let me know if there are any additional steps I need to take or if you would like to meet to discuss this further.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Student ID]