Change of Major Request

Date: [Insert Date]

To: [Academic Advisor's Name]

[University Name]

[Department Name]

[University Address]

Dear [Academic Advisor's Name],

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

After carefully considering my academic interests and career goals, I believe that [New Major] aligns more closely with my aspirations. I am particularly enthusiastic about [briefly explain your interest in the new major and any related experiences].

I have spoken with faculty members in the [New Major Department] and have learned more about the opportunities it offers, which further solidified my decision. I am committed to making this transition as smooth as possible and would appreciate your guidance on the next steps in this process.

Thank you for considering my request. I look forward to your response and any advice you can provide.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]