

# Change of Major Request

Date: [Insert Date]

[Your Name]

[Your Student ID]

[Your Current Major]

[Your Contact Information]

Office of the Registrar

[Your University Name]

[University Address]

Dear [Advisor's/Department Head's Name],

I hope this message finds you well. I am writing to formally request a change of major from [Your Current Major] to [Desired Major]. After careful consideration of my academic and career goals, I believe that pursuing [Desired Major] aligns more closely with my interests and aspirations.

Throughout my time at [Your University Name], I have realized my passion for [reason for change, e.g., the field of study, specific courses, etc.]. I have taken [related courses or experiences] that have further solidified my decision to make this change.

I understand that this change may require a meeting to discuss my academic plan moving forward. I am more than willing to meet at your convenience to discuss this matter in detail and to ensure that I fulfill all necessary requirements for the transition.

Thank you for considering my request. I look forward to your guidance and support during this process.

Sincerely,

[Your Name]

[Your Student ID]