

Request to Change Academic Program

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[University/College Name]

[Department Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a change in my academic program from [Current Program Name] to [Desired Program Name]. I am currently enrolled in [Current Program] and have been pursuing my studies since [Start Date].

After careful consideration, I believe that transferring to [Desired Program Name] would better align with my academic and career goals because [provide a brief rationale for the change, including any relevant experiences or aspirations].

I have researched [Desired Program Name] extensively and am excited about the opportunities it presents, such as [mention specific courses, faculty, or career opportunities]. I am confident that making this change would enhance my educational experience and better prepare me for my future career.

I kindly request to discuss this matter further and am open to any requirements or additional paperwork needed to facilitate this process. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]