

# Application for Branch Change

**Date:** [Insert Date]

**To,**  
The Head of Department,  
[Current Branch Name],  
[Institution/University Name],  
[Address]

Respected Sir/Madam,

I am [Your Name], a student of [Current Year, e.g., 2nd Year] with Roll Number [Your Roll Number]. I am writing to formally request a change of branch from [Current Branch] to [Desired Branch].

The reason for my request is [briefly explain your reasons, e.g., "my interest in the subjects offered in the desired branch" or "personal circumstances that require this change"]. I strongly believe that this change will align better with my academic and career goals.

I kindly request you to consider my application. I am willing to fulfill any requirements necessary to facilitate this process.

Thank you for your attention and understanding. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Contact Information]  
[Email Address]