

Transfer Application for Change in Major

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Office Name]

[University/College Name]

[University Address]

[City, State, Zip Code]

Subject: Application for Change of Major

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Current Year, e.g., sophomore] majoring in [Current Major] at [Current College/University]. I am writing to formally request a transfer of my major from [Current Major] to [Desired Major].

After careful consideration and reflection on my academic and career goals, I have come to realize that my true passion lies in [Briefly explain reason for change and interest in desired major]. I believe that pursuing a degree in [Desired Major] aligns more closely with my aspirations and will better prepare me for my future endeavors.

I have researched the curriculum and opportunities within the [Desired Major] program at [University/College Name], and I am excited about the possibility of contributing to and learning from the esteemed faculty and engaging with fellow students in this field.

I kindly request your guidance on the next steps I should take in this transfer process. I am more than willing to provide any additional information required or to meet for a discussion at your convenience.

Thank you very much for considering my application. I look forward to your response.

Sincerely,

[Your Name]

[Student ID Number]