

Major Declaration Advising

Date: [Insert Date]

Dear [Applicant's Name],

Congratulations on reaching this important milestone in your academic journey! We are excited to assist you in declaring your major as you transition to graduate studies. This letter serves as a guide for you to navigate the major declaration process effectively.

Important Steps:

1. Review the requirements for your chosen major on our university website.
2. Schedule an advising appointment with a faculty advisor in your department.
3. Complete the major declaration form, ensuring all information is accurate.
4. Submit your form by the deadline: [Insert Deadline].

Resources Available:

- [Advising Office](#)
- [Major Requirements](#)
- [Contact Us](#)

If you have any questions or need further assistance, please feel free to reach out to our office at [Insert Contact Information]. We are here to support you.

Best wishes as you move forward in this exciting new chapter!

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[University Name]