

# Dear [Student's Name],

We are so pleased to hear that you are considering declaring a major at [University Name]. As an undecided student, this is a pivotal moment in your academic journey, and we are here to support you every step of the way.

We encourage you to explore your interests and reflect on your career goals. Our office offers several resources that can assist you in making an informed decision. You can schedule an appointment with an academic advisor, attend our upcoming major exploration workshops, or utilize our career counseling services.

## Steps to Declare Your Major

1. Research available majors and their requirements.
2. Meet with an academic advisor to discuss your options.
3. Complete the major declaration form.
4. Submit the form to the appropriate department.

Remember, choosing a major is an important decision, and it's okay to take your time. We are here to help you discover what best aligns with your passions and goals.

For any questions or to schedule an advising session, please contact us at [Email] or [Phone Number].

Best regards,

[Your Name]

[Your Title]

[University Name]