

Letter of Exploration for Second Major

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my interest in exploring the requirements for declaring a second major in [Second Major Name] at [University Name]. As a current student majoring in [Current Major Name], I believe that a second major would allow me to enhance my academic and professional prospects.

I would like to inquire about the necessary steps, prerequisites, and any advice you have for students interested in this academic endeavor. Additionally, I am keen to understand how the second major might integrate with my current studies and the resources available to assist me in this pursuit.

Thank you for your time and assistance. I look forward to your guidance on this matter.

Sincerely,

[Your Name]