

Advisor Change Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Department/School Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change of my academic advisor. After careful consideration, I believe that a new advisor would better align with my academic and professional goals.

My current advisor is [Current Advisor's Name], and I would like to request to be assigned to [New Advisor's Name]. I believe that [New Advisor's Name]'s expertise in [specific area] will be highly beneficial to my studies and future career.

I appreciate your understanding and assistance in this matter. Please let me know if you need any further information or if there are forms I should complete to facilitate this request.

Thank you for your consideration.

Sincerely,

[Your Name]