

Advisor Change Request

Date: [Insert Date]

To: [Insert recipient's name]

[Insert recipient's title]

[Insert department or institution name]

[Insert address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change in my academic advisor. After careful consideration of my career goals and direction, I believe that a different advisor would better align with my aspirations and help guide me in my academic journey.

Currently, I am under the advisement of [Current Advisor's Name] but I would like to request to be advised by [Preferred Advisor's Name], as their expertise in [specific area of interest] aligns more closely with my intended career path.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program or Major]

[Your Contact Information]