

# Request for Change of Advisor

Date: [Insert Date]

To,

[Recipient's Name]

[Department/Office Name]

[University/Institution Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change of my academic advisor due to ongoing conflicts that have made it difficult for me to receive the guidance and support I need for my academic progress.

My current advisor is [Current Advisor's Name], and while I appreciate their expertise, I believe that a different advisor would be better suited to my academic needs and future goals. The specific issues I have encountered include [briefly describe conflicts and issues encountered, e.g., miscommunication, differing academic interests, etc.].

Considering these factors, I kindly ask for your assistance in facilitating this change. I would greatly appreciate being assigned to an advisor who aligns more closely with my academic objectives, such as [Suggested Advisor's Name, if applicable].

Thank you for considering my request. I am hopeful for a resolution that benefits my academic journey. Please let me know if you require any additional information or if there are specific procedures I should follow to formalize this request.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Program and Year]

[Your Contact Information]