

Advisor Change Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Department Head's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Department Head's Name],

I hope this message finds you well. I am writing to formally request a change of advisor due to departmental policy reasons that I believe are impacting my academic progress.

As per the current policies, I have encountered challenges in aligning with my current advisor's research interests and expectations. After thoughtful consideration, I believe that switching to another faculty member whose expertise aligns more closely with my academic goals will facilitate a more productive and supportive learning experience.

I have reflected upon potential advisors and would like to discuss the possibility of working with [New Advisor's Name], as I believe their research aligns perfectly with my interests in [specific area].

I appreciate your attention to this matter and am hopeful for a resolution that supports my academic journey. Please let me know if we can schedule a meeting to discuss this further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Student ID]