

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Department/Program 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 my academic advisor due to personal compatibility issues that have affected my academic progress.

While I appreciate the guidance I have received, I believe that a different advisor might better align with my academic and research interests. I am committed to my academic success and feel that a change would facilitate a more productive and positive experience.

I kindly ask for your assistance in identifying a new advisor who might be a better fit for my needs. I am open to suggestions and would appreciate the opportunity for a meeting to discuss this matter further.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Student ID]