

# Advisor Change Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department Name]

[University Name]

[University 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 advisor due to [briefly explain the reason, e.g., "a need for guidance that aligns with my research interests"]. I believe that a change in advisor will greatly assist me in fulfilling the program requirements effectively.

My current advisor is [Current Advisor's Name], and I would like to request to be advised by [Preferred Advisor's Name] moving forward. I have discussed my situation with [Preferred Advisor's Name], and they have expressed their willingness to support my academic journey.

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

Sincerely,

[Your Name]

[Your Student ID]