

Letter of Introduction to Faculty Advisor

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Faculty Advisor's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Faculty Advisor's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Current Program/Year] student at [University Name]. I am writing to introduce myself and to discuss my upcoming transition to the [New Program Name] program.

After careful consideration and exploration of my academic and career goals, I have decided to transition into the [New Program Name]. I am excited about the opportunities this program offers and believe it aligns closely with my aspirations.

I would appreciate the chance to meet with you to gain your insights on the program and to discuss any recommendations you may have as I make this transition. Your guidance would be invaluable to me during this process.

Thank you for your time, and I look forward to hearing from you soon. Please let me know a convenient time for you to meet.

Sincerely,

[Your Name]