

Course Change Request

Date: [Insert Date]

[Your Name]

[Your Student ID]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Department Head's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Department Head's Name],

I am writing to formally request a change in my course enrollment for the [Specify Semester/Term] due to [briefly explain reason, e.g., scheduling conflict, academic reasons, etc.].

Currently, I am enrolled in the following course:

- [Current Course Name and Code]

I would like to request to change my enrollment to:

- [Desired Course Name and Code]

I believe this change will greatly benefit my academic progress and allow me to focus on areas more aligned with my career goals.

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

Sincerely,

[Your Name]