

Request for Change in Undergraduate Course Enrollment

Date: [Insert Date]

[Your Name]
[Your Student ID]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

To,
[Advisor's Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to formally request a change in my undergraduate course enrollment for the upcoming semester. Currently, I am enrolled in [Current Course Name and Code], and I would like to change my enrollment to [Requested Course Name and Code].

The reason for this request is [briefly explain your reason, e.g., a change in academic interests, conflict with schedule, etc.]. I believe that the requested course will better align with my academic goals and aspirations.

I kindly ask for your assistance in facilitating this change and would appreciate any guidance on the necessary steps I need to take. Please let me know if additional information is required.

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

Sincerely,

[Your Name]
[Your Student ID]