

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Program Coordinator]

[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 my undergraduate course from [Current Course Name] to [Desired Course Name]. Due to [brief reason for the request, e.g., a shift in my academic interests, career goals, etc.], I believe that this change will allow me to better align my studies with my aspirations.

I have researched the [Desired Course Name] program thoroughly and am very enthusiastic about the opportunity to engage in its curriculum. I am confident that my background in [related subjects or experience] will be beneficial in contributing to my success in this course.

Please let me know if there are any forms or procedures I need to complete in order to process this request. I am eager to discuss this matter further and would appreciate your guidance on the next steps.

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

Sincerely,

[Your Name]

[Your Student ID]