

Request for Change of Major

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient Name]

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a change of my undergraduate major from [Current Major] to [New Major]. After careful consideration and reflection on my academic and career goals, I believe that pursuing [New Major] aligns more closely with my interests and aspirations.

Throughout my time at [University Name], I have developed a strong interest in [Briefly explain reasons for the change and any related experiences]. I am confident that this transition will enhance my educational experience and better prepare me for my future career.

I have reviewed the requirements for [New Major] and am committed to fulfilling them. I would greatly appreciate your guidance on the steps I need to take to facilitate this change.

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

Sincerely,

[Your Name]

[Student ID Number]