

Undergraduate Program Modification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Department Head's Name]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Department Head's Name],

I hope this letter finds you well. I am writing to formally request a modification to my undergraduate program, specifically regarding [insert specific program details, courses, or requirements you wish to modify].

As a dedicated student in the [Your Major] program, I believe that these modifications are essential for my educational and professional development. [Briefly explain the reasons for your request, including any relevant circumstances or benefits of the modification].

I am fully committed to maintaining the standards of the program and look forward to discussing this request further. Please let me know if I can provide any additional information to assist in your decision-making process.

Thank you for your consideration.

Sincerely,

[Your Name]

[Student ID Number]