

Letter of Intent to Declare a Major

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally declare my intent to major in [Desired Major] at [University Name]. After careful consideration of my interests, skills, and academic goals, I believe that this major will best align with my career aspirations and personal development.

Throughout my time at [University Name], I have gained a deeper understanding of my passion for [specific aspects of desired major] and have engaged in [mention any relevant coursework, projects, or experiences]. I am eager to further explore this field and contribute to it through my studies.

I appreciate your guidance throughout this process and look forward to your approval of my declaration. Please let me know if you require any additional information or if there are specific steps I should follow to complete this process.

Thank you for your time and consideration.

Sincerely,

[Your Name]