

Request to Finalize Major Declaration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Department Name]

[University Name]

[Department Address]

[City, State, Zip Code]

Dear [Advisor's Name/Department Chair],

I hope this message finds you well. I am writing to formally request the finalization of my major declaration in [Your Major] for the upcoming academic term.

After careful consideration of my academic interests and career goals, I believe that pursuing a degree in [Your Major] will significantly enhance my knowledge and skills in [Briefly state reasons]. I have completed the necessary prerequisites and am eager to move forward in my academic journey.

I would appreciate it if you could confirm the next steps in this process and any additional documentation required from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]