

Undergraduate Major Change Application

Date: [Insert Date]

[Your Name]

[Your Student ID]

[Your Current Major]

[Your Contact Information]

[Department Head's Name]

[Department Name]

[University Name]

[University Address]

Dear [Department Head's Name],

I hope this message finds you well. I am writing to formally request a change of my undergraduate major from [Current Major] to [Desired Major]. Over the course of my studies, I have discovered a strong passion for [Explain Interest in Desired Major] and believe that this major aligns more closely with my career goals and personal interests.

I have researched the requirements for [Desired Major] and am committed to fulfilling all necessary coursework and prerequisites. I am confident that this change will enable me to excel academically and professionally.

Thank you for considering my application. I look forward to your guidance and assistance in this process.

Sincerely,

[Your Name]