

Program Change Request

To: [Recipient Name]

Position: [Recipient Position]

Department: [Department Name]

Date: [Current Date]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a change regarding my graduate program offer. I was initially accepted into the [Original Program Name] and after careful consideration, I would like to request a change to the [New Program Name].

The reason for this request stems from [briefly explain your reason, e.g., alignment with career goals, academic interests, etc.]. After reviewing the curriculum and faculty, I believe that the [New Program Name] will better suit my aspirations.

I understand that program changes may be subject to certain criteria and I am more than willing to provide any necessary documentation or additional information to assist with this request.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]