

Request for Change of Major

Date: [Insert Date]

[Your Name]

[Your Student ID]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Department Chair's Name]

[Department Name]

[College/University Name]

[College Address]

[City, State, Zip Code]

Dear [Department Chair's Name],

I am writing to formally request a change of major from [Current Major] to [Desired Major]. After reflecting on my academic interests and career goals, I believe that pursuing [Desired Major] will provide me with the necessary skills and knowledge to excel in my future endeavors.

Throughout my time at [College/University Name], I have developed a strong passion for [Specific Interest Related to Desired Major], and I am eager to deepen my understanding in this field. I am confident that this change will significantly enhance my educational experience and future opportunities.

I have reviewed the requirements for [Desired Major] and am prepared to meet the necessary criteria. I would appreciate your guidance and support throughout this process.

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

Sincerely,

[Your Name]