

Request for Change of Major

Date: [Insert Date]

[Your Name]

[Your Student ID]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Office of the Registrar

[College/University Name]

[Office Address]

[City, State, Zip Code]

Dear [Advisor's Name or Committee],

I hope this message finds you well. I am writing to formally request a change of my major from [Current Major] to [Desired Major]. After thorough reflection on my academic journey and my involvement in [Extracurricular Activities], I believe this change aligns more closely with my interests and career aspirations.

Throughout my time at [College/University Name], my participation in [Specific Extracurricular Activity or Program] has significantly shaped my perspective and passion for [Desired Major]. For instance, [Briefly explain experiences related to the desired major and skills gained]. These experiences have highlighted my desire to pursue a career in [Career Field] and have solidified my decision to shift my academic focus.

I am eager to contribute to the [Desired Major] department and make the most of the opportunities it offers. I have already engaged in [Any relevant coursework, internships, or projects related to the desired major], which further motivates me to make this transition.

Thank you very much for considering my request. I am looking forward to the possibility of discussing this change further and am available at your earliest convenience for a meeting.

Sincerely,

[Your Name]