

Request for Change of Major

Date: [Insert Date]

To: [Insert Advisor's Name]

Department: [Insert Department Name]

[Insert College/University Name]

Dear [Advisor's Name],

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 careful consideration and reflection on my career goals and aspirations, I believe that this change will better align with my professional objectives.

During my time in [Current Major], I have gained valuable knowledge. However, I have realized that [Explain reasons related to career goals, interests, and experiences]. After researching the [Desired Major] program, I am convinced that it will provide me with the skills and knowledge necessary for a successful career in [Career Path].

I am fully committed to making this transition as smooth as possible and am eager to discuss how to best proceed. Thank you for considering my request. I appreciate your guidance and support in this matter.

Sincerely,

[Your Name]

[Student ID]

[Contact Information]