

Request for Change of Major

Date: [Insert Date]

[Recipient's Name]

[Department Name]

[College/University Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change of major from [Current Major] to [Desired Major]. Due to my recent academic performance which has not met my or the university's expectations, I believe that transitioning to a new field of study aligns more closely with my interests and career goals.

During my time in [Current Major], I have come to realize that my passion lies in [Explain Passion for Desired Major]. Unfortunately, my struggles in this program have prompted me to reconsider my academic path. I have reflected on my experiences and recognized that [Describe Reasons for Change].

I am committed to improving my academic standing and believe that pursuing [Desired Major] will provide me with renewed motivation and a clearer direction for my future. I kindly ask for your support and guidance in facilitating this change.

Thank you for considering my request. I am looking forward to discussing this matter further and am eager to contribute positively in my new major. Please let me know if you require any additional information from my side.

Sincerely,

[Your Name]

[Student ID]

[Contact Information]