

Request for Change of Major

Date: [Insert Date]

To: [Department Chair's Name]

[Department Name]

[College/University Name]

Dear [Department Chair'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 thorough discussions and guidance from my advisor, [Advisor's Name], I believe that this transition aligns better with my academic interests and career aspirations.

Throughout my time in [Current Major], I have gained valuable insights; however, my recent coursework in [Related Course or Area] has inspired me to pursue [Desired Major]. I am excited about the opportunities it presents and the skills I wish to develop.

I appreciate the support and mentorship I have received from faculty members in my current department, which has motivated me to take this step. I am confident that this change will enhance my educational experience and better prepare me for my future endeavors.

Thank you for considering my request. I look forward to your approval and any further steps I may need to take in this process.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]