

Request for Change of Major

Date: [Insert Date]

To: [Recipient's Name]

Department: [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] at [College/University Name]. After careful consideration and self-reflection, I believe that this change aligns more closely with my personal interests and career aspirations.

Throughout my time in the [Current Major] program, I have gained valuable insights and skills; however, I have discovered a profound passion for [Reason for Choosing Desired Major]. I am eager to explore this field further, and I am confident that the transition to [Desired Major] will provide me with the necessary tools and knowledge to succeed in my future endeavors.

I have researched the curriculum for [Desired Major] and am excited about the possibility of engaging in courses such as [List Relevant Courses]. I believe this change will not only enhance my educational experience but will also allow me to contribute positively to the [Desired Major] community.

Thank you for considering my request. I would appreciate the opportunity to discuss this decision further and would welcome any guidance you can provide during this transition. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]