

Request for Change of Major

Date: [Insert Date]

To: [Advisor's Name]

[Department Name]

[College/University Name]

[University Address]

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 completing a summer internship at [Company/Organization Name], I gained invaluable experience that has greatly influenced my academic and career aspirations.

During my internship, I had the opportunity to [briefly describe responsibilities and experiences]. This experience has fueled my passion for [Desired Major] and confirmed my desire to pursue a career in this field.

With your support and guidance, I believe that changing my major to [Desired Major] will better align my academic pursuits with my career goals. I have researched the requirements and am ready to meet with you to discuss this further.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]