

Letter of Appeal for Program Change

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change of program from [Current Program] to [Desired Program]. I am currently a [Your Year] student at [University Name], and I have deeply reflected on my academic and career goals, leading me to this decision.

After careful consideration, I believe that [Desired Program] aligns more closely with my passion for [Subject/Field], and it will provide me with the necessary skills and knowledge to pursue my career aspirations in [Career Goals]. I have reviewed the curriculum and am excited about the opportunity to learn and grow in this field.

I am aware of the implications this change may have on my academic plan, and I am prepared to discuss any necessary steps to facilitate a smooth transition. I am committed to making the most of my education and contributing positively to the [Desired Program] community.

Thank you for considering my request. I am looking forward to your positive response and am happy to meet at your convenience should you require any further information.

Sincerely,

[Your Name]

[Student ID]