

Application for Academic Program Change

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Title]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a change in my academic program from [Current Program Name] to [New Program Name]. After thoughtful consideration, I believe that this change will better align with my career goals and academic interests.

During my time in [Current Program Name], I have gained valuable insights and experiences that have led me to realize my passion lies in [briefly explain your reasons for the change]. I am particularly interested in [specific aspects of the new program that attract you], and I am excited about the opportunities this program offers.

I have taken the necessary steps to ensure that my transition will be as smooth as possible and I am committed to meeting all the requirements of the new program. I kindly ask for your support and guidance in making this change.

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

Sincerely,

[Your Name]