

Request for Major Change

Date: [Insert Date]

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

[Recipient's Name]
[Department/Program Office Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Current Year, e.g., sophomore] majoring in [Your Current Major] at [University Name]. I am writing to formally request a transition to the [Desired Major] program.

After careful consideration and introspection, I have come to realize that my academic and career interests align more closely with [Desired Major]. I believe that switching majors will better position me to achieve my professional goals and provide a more fulfilling educational experience.

During my time in the [Current Major], I have developed valuable skills in [mention relevant skills], but I find myself increasingly drawn to [mention aspects of the Desired Major that interest you]. I have spoken with various faculty members and students in the [Desired Major] program, and I am enthusiastic about the opportunities it presents.

I have reviewed the required courses and believe that my current coursework will allow me to transition smoothly into the new program. I am committed to making this change and am prepared to adhere to any requirements that may facilitate this process.

Thank you for considering my request. I would appreciate the opportunity to discuss this further and would be happy to meet at your convenience. I look forward to your positive response.

Sincerely,
[Your Name]