

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a change of major from [Current Major] to [New Major].

I have given this decision considerable thought and believe that transitioning to [New Major] aligns more closely with my academic interests and career aspirations. During my time in [Current Major], I have gained valuable insights; however, I feel that my passion lies in [specific reasons for the change].

I have researched the curriculum for [New Major] and am enthusiastic about the opportunities it presents for my personal and professional growth. I am confident that this change will allow me to contribute more meaningfully to my field of study.

I kindly ask for your support and guidance in facilitating this change. I am willing to meet at your convenience to discuss my request further and explore any necessary steps.

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

Sincerely,

[Your Name]
[Student ID] (if applicable)