

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department/Office Name]
[University/College 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 in my B.Tech program from [Current Program] to [Desired Program]. Having thoroughly researched the curriculum and future opportunities within [Desired Program], I believe this change aligns more closely with my academic interests and career goals.

As a student currently enrolled in [Current Program], I have gained valuable insights and skills, but I am particularly passionate about [Specific Aspects of Desired Program]. I am confident that this transition will enable me to maximize my potential and contribute positively to the [University/College Name] community.

Please let me know if there are any specific procedures I should follow or forms I need to complete to facilitate this request. I appreciate your time and consideration, and I look forward to your favorable response.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Student ID]