

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Request for Subject Change

I hope this letter finds you well. I am writing to formally request a change in my subject for the upcoming academic term. My current subject is [Current Subject], and I would like to change it to [Requested Subject].

The reason for this request is [brief explanation of the reason, e.g., personal interest, career goals, academic challenges]. I believe that switching to [Requested Subject] will better align with my educational aspirations and enhance my learning experience.

I understand that changes may need to be accommodated within school policies, and I am willing to assist in any necessary procedures. I appreciate your consideration of my request and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Grade/Class]
[Your Student ID (if applicable)]