

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

Office of the Registrar  
Ohio State University  
[OSU Address]  
[City, State, Zip Code]

Dear Office of the Registrar,  
Subject: Request for Program Change

I hope this message finds you well. I am writing to formally request a change in my academic program at Ohio State University. My name is [Your Name], and my student ID is [Your Student ID Number].

Currently, I am enrolled in the [Current Program Name] program, and I would like to change my major to [New Program Name]. After careful consideration and discussions with my academic advisor, I believe that this change aligns better with my career goals and interests.

I have reviewed the requirements for the new program and am confident that I can meet them. I kindly ask you to facilitate this transition and provide me with any necessary steps I should follow to complete this request.

Thank you for your attention to this matter. I look forward to your response and appreciate your assistance in this process.

Sincerely,  
[Your Name]  
[Your Student ID Number]