

****UJ Admission Variation Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Admissions Office

University of Johannesburg

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

Subject: Request for Variation of Admission

I hope this letter finds you well. My name is [Your Name], and I have been accepted to [Program Name] at the University of Johannesburg for the [Year] academic year (Student ID: [Student ID]). I am writing to formally request a variation to my admission due to [brief explanation of reason, e.g., personal circumstances, academic considerations, etc.].

I wish to change my admission in the following way:

1. ****Current Admission Details****:

- Program: [Current Program Name]
- Start Date: [Initial Start Date]

2. ****Requested Changes****:

- New Program: [Proposed Program Name]
- New Start Date: [Proposed Start Date]

The reason for this request is [provide a detailed explanation of why you are making this request and how it aligns with your academic and career goals]. I believe this change will better position me to succeed in my studies and contribute positively to the university community.

I have attached [any supporting documents, e.g., transcripts, recommendation letters, etc.] to support my request. I appreciate your consideration of my situation, and I look forward to your response.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

Attachments: [List of documents]