Sample Change of Major Approval Letter

[Your Name]

[Your Title]

[Academic Department Name]

[University/Institution Name]

[Institution Address]

[City, State, ZIP Code]

[Date]

[Student's Name]

[Student's Address]

[City, State, ZIP Code]

Dear [Student's Name],

Subject: Change of Major Approval

I am writing to confirm that your request for a change of major to [New Major] has been approved by the Academic Department. Your academic aspirations and commitment to your educational journey are commendable.

Please review the attached change of major approval details, including new course requirements and advising information. If you have any questions or need further assistance, please contact our academic advising office.

We wish you success in your new major and look forward to supporting your academic endeavors.

Best regards,

[Your Name]

[Your Title]