**Letter of Intent to Change Courses**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[*Recipient’s Name*]**

[*Recipient’s University, School or Organization*]

[*Street Address*]

[*City, ZIP Code*]

Good day [*Recipient Name*],

I, [*YOUR NAME*], an undergraduate of [*YOUR SCHOOL’S NAME*], would like to request to change my course from [*CURRENT COURSE*] to [*NEW COURSE*].

I would like to transfer to [*NEW COURSE*] because [*REASON FOR CHANGING COURSES*]. I believe that this change will be beneficial for my studies and future endeavors because I am aiming to become a [*LIFE GOAL*].

Hoping for your kind consideration.

Respectfully,

[*Signature Over Printed Name*]

[*Your Address*]

[*Your Contact Details*]