Student Name,

Department of Electrical & Information Engineering,

University of Nairobi,

P.O. Box 30197 - 00100,

Nairobi.

Email: students@students.uonbi.ac.ke

Phone: 0722 123 456

Tuesday, 29 July 2025

To:

**The Chairman,**

Department of Electrical & Information Engineering,

University of Nairobi.

Through:

**Supervisor Name 1,**

Department of Electrical & Information Engineering,

University of Nairobi.

**Supervisor Name 2,**

Department of Electrical & Information Engineering,

University of Nairobi.

Dear Sir,

**RE: CHANGE OF SUPERVISORS – STUDENT NAME - FEE6/1234/2025**

I am writing to request for a change of supervisors for my Master’s research. I would like to change my supervisors to:

1. Supervisor Name 1
2. Supervisor Name 2

The two supervisors have agreed to this change and have countersigned and dated next to their names above. The reason for this change has been bla….bla… bla… . I look forward to your timely approval.

Thank you.

Yours sincerely,

Student Name,

Student - MSc - Electrical.

[REVISED: 2025-07-29

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