

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[University/College Name]
[Department/Office Name]
[University/College Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a transfer of my Bachelor of Business Administration (BBA) degree program from [Current Institution Name] to [Target Institution Name].

As a dedicated student pursuing a BBA, I have found that [briefly explain your reasons for wanting to transfer, such as academic fit, personal circumstances, or career goals]. After careful consideration, I believe that [Target Institution Name] will provide me with the opportunities and resources necessary to further my education and achieve my career aspirations.

I have attached my academic transcripts and any relevant documents to support my request. I understand that there may be specific procedures and criteria involved in the transfer process, and I am more than willing to comply with any requirements necessary to facilitate this transition.

Thank you for considering my request. I look forward to your positive response and am eager to discuss my transfer in detail.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Current Program Name]