

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Office of the Registrar
Bowling Green State University
Bowling Green, OH 43403

Dear Registrar's Office,

Subject: Transfer Request for [Your Full Name, Student ID]

I hope this message finds you well. I am writing to formally request a transfer from [Current School/Program] to [Desired School/Program] at Bowling Green State University.

[Briefly explain your reasons for wanting to transfer, including academic and personal motivations.]

I appreciate your consideration of my request and look forward to your response. Please let me know if you need any additional information or documentation to facilitate this process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Student ID] (if applicable)