

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/University Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name/Admissions Committee],

Subject: Request for BTech Transfer

I hope this letter finds you well. My name is [Your Name], and I am currently enrolled in the [Your Current Program] at [Your Current University]. I am writing to formally request a transfer to [Target University/Program] for the [specific semester/year].

Due to [brief explanation of reasons for transfer, such as personal, academic, or financial reasons], I believe that transferring to [Target University] would significantly benefit my academic and professional development. I am particularly drawn to [specific programs, courses, or faculty] at [Target University] that align with my career goals.

I have attached all relevant documents, including my academic transcripts, letters of recommendation, and any additional paperwork required for the transfer process. I kindly request your consideration of my application and would be grateful for any opportunities to discuss my request further.

Thank you for your time and understanding. I look forward to your positive response.

Sincerely,

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