

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

[Recipient Name]  
[Title]  
[University Name]  
[Department Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a transfer to the [specific BTech program name] at [University Name]. I am currently a student at [Current University Name], enrolled in [Current Program Name], and after careful consideration, I believe that my academic and career goals would be better served by transitioning to your esteemed program.

My reasons for seeking this transfer are as follows:

1. [Reason 1: Detail any specific academic interests or program offerings that attract you to the new program.]
2. [Reason 2: Mention any career aspirations that align with the transferee program.]
3. [Reason 3: Discuss any relevant skills or experiences that would benefit from changing programs.]

I have attached my academic transcripts, letters of recommendation, and any other required documentation to support my application. I am committed to maintaining a high standard of academic performance and contributing positively to the university community.

Thank you for considering my request. I look forward to the possibility of being a part of [University Name]'s [specific BTech program name] and would appreciate any guidance you can offer regarding the transfer process.

Sincerely,

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