

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department/Office Name]  
Flathead Valley Community College  
[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 from my current program of study at Flathead Valley Community College.

My current program is [Current Program Name], and I am seeking to transfer to [Desired Program Name]. The reason for this transfer is [brief explanation of your reason, e.g., academic goals, career aspirations, personal interests].

I have thoroughly researched the [Desired Program Name] and believe it aligns better with my goals. I am eager to pursue the new opportunities and challenges that this program offers.

Please let me know the necessary steps I need to take to facilitate this transfer. I am willing to provide any additional information or documents required for the process.

Thank you for considering my request. I look forward to your prompt response.

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