

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

Dear [Recipient's Name],

I am writing to formally request a transfer of my credits from Fox Valley Technical College (FVTC) to [University/College Name]. I am currently a [Your Year, e.g., sophomore] at FVTC pursuing a [Your Program/Major], and I plan to continue my education in [Desired Program/Major] at your institution.

Please find attached my official transcripts from FVTC, along with the course descriptions for the credit hours I have completed. I believe that these courses align with your program requirements and will contribute to my academic progress.

I appreciate your consideration of my request and look forward to the opportunity to further my education at [University/College Name]. Should you require any additional information or documentation, please feel free to contact me.

Thank you for your time and assistance.

Sincerely,

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