

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

Admissions Office  
Fort Valley State University  
1005 State University Drive  
Fort Valley, GA 31030

Dear Admissions Committee,

I hope this letter finds you well. My name is [Your Name], and I am currently a student at [Current Institution] majoring in [Your Major]. I am writing to formally request a transfer to Fort Valley State University to continue my studies in [Intended Major/Program] for the [Fall/Spring] semester of [Year].

Throughout my time at [Current Institution], I have developed a strong passion for [specific interests related to your major]. However, I believe that Fort Valley State University offers unique opportunities and resources that align with my academic and career goals, particularly [mention specific programs, clubs, or faculty at FVSU that interest you]. I have attached my transcripts, letters of recommendation, and any necessary documentation for your review. I appreciate your consideration of my application, and I look forward to the possibility of joining the FVSU community.

Thank you for your time and attention. Please feel free to contact me if you need any further information.

Sincerely,

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