

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

Admissions Office
Grand Valley State University
1 Campus Drive
Allendale, MI 49401

Dear Admissions Committee,

I am writing to formally apply for transfer admission to Grand Valley State University for the [term/year] semester. Currently, I am a student at [Current Institution Name] majoring in [Your Major], and I am eager to continue my academic journey at GVSU due to [reason for transferring, such as specific programs, campus culture, etc.].

Throughout my time at [Current Institution Name], I have gained valuable experiences that have shaped my academic and personal growth. [Briefly describe your academic achievements, extracurricular activities, or relevant experiences.]

I am particularly drawn to GVSU because of [specific programs, faculty, resources] that align with my career goals in [Your Career Goals]. I believe that the vibrant community and outstanding educational opportunities at GVSU will facilitate my growth and help me achieve my aspirations.

Enclosed are my application materials, including my official transcripts and letters of recommendation. I look forward to the opportunity to contribute to and thrive within the GVSU community.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]