

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

Dear Admissions Committee,

I am writing to formally apply for transfer admission to [School Name] for the [upcoming semester/year]. I am currently a [current grade level, e.g., sophomore] at [Current School Name], and after careful consideration, I believe that [School Name] would be a better fit for my academic and personal growth.

[Briefly explain your reasons for wanting to transfer. Be specific about what attracts you to the new school, such as programs, values, or special offerings.]

During my time at [Current School Name], I have maintained a GPA of [Your GPA] and have been involved in [mention any extracurricular activities, clubs, or sports]. I am particularly passionate about [mention any specific subjects or interests related to your intended focus at the new school].

I have attached my transcripts, recommendation letters, and any other required documents for your consideration. I am eager for the opportunity to contribute to the [School Name] community and to thrive within its educational environment.

Thank you for considering my application. I look forward to the opportunity to discuss my transfer further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]