

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

The Registrar  
Jharkhand University  
[University Address]  
[City, State, Zip Code]

Subject: Request for Transfer to [Desired Course/Program]

Dear Sir/Madam,

I am [Your Name], a student of [Current Course/Program] bearing roll number [Your Roll Number] enrolled in [Year/Semester] at Jharkhand University. I am writing to request a transfer to [Desired Course/Program] due to [briefly state the reasons for the transfer]. I have attached the necessary documents, including my academic records and any other required forms for your consideration. I assure you that this decision will greatly enhance my academic journey and future prospects.

I kindly ask for your support in facilitating this transfer and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Student ID] (if applicable)