

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

[Date]
[Dean's Name]
[Law School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Dean's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Year, e.g., first-year] student at [Current Law School's Name]. I am writing to formally request a transfer to [Target Law School's Name] for the [upcoming semester, e.g., Fall 2024] semester. After careful consideration and research, I have concluded that [Target Law School's Name] aligns more closely with my academic interests and career aspirations. The [specific program or resources, e.g., specialized courses, faculty expertise, or clinic opportunities] at [Target Law School's Name] greatly appeals to me and is integral to my goal of [specific career goal].

I have attached my academic transcripts, a statement of purpose, and letters of recommendation from [mention recommenders, e.g., professors, employers] to support my application. I have maintained a [GPA] and have been actively involved in [any extracurricular activities or organization], which I believe demonstrates my commitment to my legal education.

Thank you for considering my request. I am hopeful for the opportunity to contribute to and grow within the esteemed community at [Target Law School's Name]. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]