

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

Office of Admissions

JFK University

[University Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally request a transfer to JFK University for the upcoming academic term. I am currently a student at [Current University Name] majoring in [Your Major], and after careful consideration, I believe that JFK University offers the academic environment and programs that align more closely with my educational and career goals.

During my time at [Current University Name], I have gained valuable knowledge and experience in [mention relevant courses or experiences]. However, I have come to realize that [explain reasons for transferring, such as specific programs, campus culture, faculty, location, etc.].

I am particularly interested in [mention specific programs, clubs, or opportunities at JFK University], which I feel will allow me to further develop my skills and passions. I am impressed by [mention any specific faculty members, research opportunities, or unique attributes of JFK University] and am eager to contribute to the vibrant academic community at your institution.

Enclosed with this letter are my transcripts, letters of recommendation, and any other required documents. I appreciate your consideration of my application and look forward to the opportunity of becoming a part of the JFK University community.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Current University and Major]