

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

[Recipient's Name]
[Recipient's Position]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Transfer to [New School's Name]

I hope this letter finds you well. I am writing to formally request a transfer from my current Junior Joint Certificate (JJC) program at [Current School's Name] to [New School's Name].

Due to [briefly explain reason for transfer, e.g., family relocation, personal circumstances, etc.], I believe that this transition would greatly benefit my educational experience and well-being. After researching [New School's Name], I am impressed with [mention specific programs, facilities, or values of the new school that attract you].

I have attached supporting documents, including my academic records and any necessary forms, to facilitate the transfer process. I am hopeful for a favorable response and am willing to provide any additional information as needed.

Thank you for considering my application. I look forward to the opportunity of continuing my education at [New School's Name].

Sincerely,

[Your Name]

[Your Student ID Number (if applicable)]