

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
[KTM Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Transfer

I am writing to formally request a transfer from my current program of study, [Current Program Name], to [New Program Name] at [KTM Institution Name]. My student ID is [Your Student ID].

[Briefly explain your reasons for the transfer, highlighting any personal or academic motivations.]

I have greatly appreciated my time at [Current Program Name] and deeply value the education I've received. However, I believe that transferring to [New Program Name] will better align with my academic goals and career aspirations.

I have attached [any relevant documents, transcripts, or forms] to support my application for transfer. I kindly request your consideration of my application and look forward to your positive response.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Student ID]