

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

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

Subject: Request for Transfer

Dear [Registrar's Name],

I hope this letter finds you well. I am writing to formally request a transfer from my current program at Lucknow University due to [briefly state the reason, e.g., personal circumstances, change of location, etc.].

I am currently enrolled in the [Your Current Program/Department] and would like to transfer to [Desired Program/Department] at Lucknow University for the upcoming academic session. I believe that this change will greatly benefit my academic and personal growth.

I have attached all necessary documents, including my academic records and any required forms, as per the transfer application guidelines.

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]