

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

[Recipient's Name]
[University/College Name]
[Department/Office of Admissions]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a transfer from [Current College/University Name] to [Target College/University Name] for the [desired semester/year].

[Explain your reason for transferring and any relevant personal or academic developments.]

I believe that transferring to [Target College/University Name] will provide me with [specific opportunities, resources, or programs offered that align with your goals].

Attached are my academic transcripts and any other necessary documentation required for the transfer process.

Thank you for considering my request. I am looking forward to the opportunity to continue my education at [Target College/University Name].

Sincerely,

[Your Name]

[Your Student ID (if applicable)]