

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

[Recipient's Name]
[Institution's Name]
[Department/Office]
[Institution's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Transfer of PG Diploma Program

I hope this letter finds you well. I am writing to formally request a transfer from [Current Program/Institution Name] to [Target Program/Institution Name] for my Post Graduate Diploma in [Your Field of Study].

I am currently enrolled in the [Current Program Name] and due to [brief reason for transfer, e.g., personal circumstances, relocation, program mismatch], I believe that [Target Program Name] would align better with my academic and professional goals.

I have attached all relevant documents, including my academic records and any necessary forms required for the transfer process.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]