

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

Dear [Recipient Name],

Subject: Request for Transfer of Record

I hope this letter finds you well. I am writing to formally request the transfer of my academic records from [Current Institution Name] to [Target Institution Name] as part of my application process for transfer. I am currently enrolled in [Your Program] at [Current Institution Name] and have decided to pursue my studies at [Target Institution Name] due to [brief reason for transfer]. I kindly ask for your assistance in facilitating this transfer process.

Below are my details for reference:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Program: [Your Current Program]
- Dates of Attendance: [Start Date] - [End Date or Present]

Please let me know if there are any forms or additional information that I need to provide to expedite this process. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]