

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

Dear [Recipient Name],

Subject: Request for Transfer of Scholarship

I hope this message finds you well. I am writing to formally request the transfer of my scholarship, [Scholarship Name], to my new program at Johns Hopkins University. Due to [brief explanation of your circumstances, e.g., change in academic focus, program transfer, etc.], I believe this scholarship would greatly assist me in continuing my education at JHU.

I have attached the necessary documentation that outlines my current scholarship details and my acceptance into the new program. I am committed to upholding the values of the [Scholarship Name] and continuing my education with the support it provides.

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

Sincerely,

[Your Name]

[Your Student ID if applicable]