

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], a [current year] student in the [Your Program] program at [Current Institution Name]. I am writing to formally request a transfer to [Target Institution Name] for the upcoming academic term.

My current cumulative SGPA is [Your SGPA], and I have diligently worked to maintain a strong academic performance throughout my studies. However, I believe that transferring to [Target Institution Name] will provide me with [specific reasons for transfer such as better program alignment, specific faculty members, or unique opportunities].

I would greatly appreciate your consideration of my request. I am eager to contribute to and thrive within the academic community at [Target Institution Name]. Thank you for your time and support.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]