

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[University Name]  
[Office of Admissions/Transfer Admissions Department]  
[University Address]  
[City, State, Zip Code]

Dear [Admissions Officer's Name],

Subject: Application for Transfer Admission

I hope this letter finds you well. My name is [Your Name], and I am currently a [current year, e.g., sophomore] at [Current University/College Name] majoring in [Your Major]. I am writing to formally request a transfer to [University Name] to continue my studies in [intended major or program] starting in [desired term, e.g., Fall 2024].

[Paragraph explaining your reasons for transferring to this university, including any specific programs, faculty, or opportunities that attracted you.]

I have enclosed my transcripts, letters of recommendation, and my completed transfer application for your review. I believe that [University Name] will provide the ideal environment for my academic and personal growth.

Thank you for considering my application. I am looking forward to the opportunity to contribute to and be a part of the [University Name] community.

Sincerely,

[Your Name]

[Student ID (if applicable)]