

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

Office of Undergraduate Admission
University of California, Los Angeles
1147 Murphy Hall
Los Angeles, CA 90095

Dear Admissions Committee,

[Opening Paragraph: Express excitement and briefly introduce yourself, your current academic situation, and your intention to transfer.]

[Body Paragraph 1: Discuss your academic achievements and relevant experiences at your current institution, including major coursework and skills acquired.]

[Body Paragraph 2: Explain why you want to transfer to UCLA specifically, mentioning faculty, programs, and opportunities that attract you.]

[Body Paragraph 3: Highlight any extracurricular activities, leadership roles, or community service that demonstrate your commitment to your field of study and to the campus community.]

[Closing Paragraph: Reiterate your excitement about the possibility of attending UCLA and your hope for a positive response. Thank the committee for their consideration.]

Sincerely,

[Your Name]

[Your Student ID (if applicable)]