

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

Office of the University Registrar  
University of Florida

[Address of Registrar's Office]  
[City, State, Zip Code]

Subject: Transfer Request - [Your Full Name] [UF Student ID Number]

Dear Registrar,

I hope this message finds you well. My name is [Your Full Name], and I am currently a student at the University of Florida, majoring in [Your Current Major]. I am writing to formally request a transfer to [New Major/Program] effective [Desired Start Term/Year].

The reason for my transfer is [Briefly explain your reason for transferring, such as academic interests, career goals, personal circumstances, etc.]. I believe that transitioning to [New Major/Program] will better align with my aspirations and enhance my academic experience. I have completed [Number of Credits Earned] credits towards my current major and would like to ensure a smooth transition. I have included my unofficial transcripts and any necessary forms to support my request. Thank you for considering my application. I look forward to your guidance on the next steps in the process.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]