

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

Office of Undergraduate Admissions
University of Illinois Chicago
1200 W Harrison St
Chicago, IL 60607

Dear Admissions Committee,

I am writing to formally apply for transfer admission to the University of Illinois Chicago for the [desired semester, e.g., Fall 2024] term. Currently, I am a [your current status, e.g., sophomore] at [your current institution] majoring in [your current major].

During my time at [current institution], I have developed a strong foundation in [relevant skills or knowledge related to your desired major], and I am eager to further my education at UIC, particularly in the [specific program or department you are interested in]. I am particularly drawn to UIC because of [specific reasons related to the program, faculty, research opportunities, etc.].

I have maintained a [your GPA] GPA and have been actively involved in [mention any relevant extracurricular activities, work experience, or volunteer work]. These experiences have equipped me with [mention skills or qualities] that I believe will contribute positively to the UIC community.

I have attached my official transcripts, letters of recommendation, and any additional required documents for your review. I appreciate your consideration of my application, and I look forward to the opportunity to contribute to the UIC community.

Thank you for your time and attention.

Sincerely,

[Your Name]
[Your Student ID Number (if applicable)]