

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

Admissions Office

[University Name]  
[University Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to express my interest in transferring to [University Name] for the [specific program or major] for the [next academic term, e.g., Fall 2024]. I am currently a student at [Current University Name] pursuing [Your Current Major] and believe that [University Name] aligns more closely with my academic and career goals.

Having researched various institutions, I am particularly drawn to [specific aspects of the university or program, e.g., faculty expertise, research opportunities, campus culture]. I have participated in [mention any relevant experiences, projects, or extracurricular activities] that have prepared me for success in this new environment.

I am excited about the possibility of contributing to the [University Name] community and hope to bring my [mention specific skills or experiences] to your esteemed institution.

Thank you for considering my application. I look forward to the opportunity to become a part of [University Name].

Sincerely,  
[Your Name]