

[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 formally apply for a transfer to [University Name] for the [Fall/Spring] [Year] semester. I am currently enrolled at [Current University Name] as a [Current Major/Program], and I have completed [Number of Credits] credits towards my degree.

The decision to transfer comes after much consideration and reflection on my academic and personal goals. [Briefly explain your reasons for transferring, such as seeking a specific program, better facilities, or a preferred campus environment.]

I have maintained a [GPA] GPA and have been involved in [mention any relevant extracurricular activities, leadership roles, or achievements]. I believe that my experiences have prepared me to contribute positively to the [University Name] community.

I am particularly drawn to [specific program, faculty, or opportunities at the new university], which aligns closely with my academic interests and career aspirations. I am excited about the possibility of joining your vibrant campus and participating in [mention any specific clubs, organizations, or initiatives].

Enclosed with this letter are my academic transcripts, letters of recommendation, and any other required materials for your review. I appreciate your consideration of my application and look forward to the opportunity to further discuss my potential transfer to [University Name].

Thank you for your time and attention.

Sincerely,  
[Your Name]