

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

Office of Admissions
University of Arizona
[Office Address]
[Tucson, AZ, Zip Code]

Dear Admissions Committee,

I am writing to formally apply for transfer admission to the University of Arizona for the [Spring/Fall] 2024 semester. I am currently a student at [Current Institution Name], where I am pursuing a [Your Major] degree. I have thoroughly researched the University of Arizona and I am eager to join your community due to its outstanding academic programs and vibrant campus culture.

[Paragraph discussing your academic achievements and relevant experiences. Include your GPA, any honors, and relevant coursework.]
My decision to transfer is motivated by [brief explanation of why you want to transfer, mentioning specific programs, faculty, or opportunities at UofA that attract you]. I believe that the University of Arizona will provide me with the resources and environment needed to succeed academically and personally.

I have enclosed my application materials, including my official transcripts and letters of recommendation. I appreciate your consideration of my application and look forward to the opportunity to contribute to the University of Arizona.

Thank you for your time and consideration.

Sincerely,

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