

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

[Recipient Name]  
[Recipient Title]  
[Institution/Organization Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request a transfer for my WConline account from [Current Institution/Organization Name] to [New Institution/Organization Name]. My current user ID is [Your User ID] and my email associated with the account is [Your Email Address].

The reason for this transfer request is [briefly explain your reason, e.g., "due to my recent enrollment at the new institution and my need to access the writing resources available there."]

I would appreciate your assistance in processing this transfer at your earliest convenience. Please let me know if you need any additional information or documentation to facilitate this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position/Title, if applicable]  
[Your Student ID, if applicable]