

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

Admissions Office  
Western Governors University  
[WGU Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally request the transfer of my academic records and admission to Western Governors University. I am currently enrolled at [Current Institution Name] where I am pursuing a degree in [Current Major]. Due to [reason for transfer, e.g., desire for a more flexible learning environment, program alignment with career goals], I have decided to apply for a transfer to WGU.

My academic background includes [brief summary of academic achievements, courses completed, and relevant extracurricular activities]. I am particularly drawn to WGU's [specific program or feature of WGU that interests you], as I believe it aligns perfectly with my career aspirations in [your field of interest].

I have attached my official transcript and other required documents for your review. I sincerely hope to contribute to the WGU community and continue my educational journey through your innovative online platform. Thank you for considering my application. I look forward to the opportunity to further discuss my interest in WGU.

Sincerely,  
[Your Name]