

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

Admissions Office
Xi'an Jiaotong-Liverpool University
[University Address]
[City, State, Zip Code]

Dear Admissions Officer,

Subject: Request for Transfer to Xi'an Jiaotong-Liverpool University

I hope this letter finds you well. My name is [Your Name], and I am currently a student at [Current Institution Name], pursuing a degree in [Current Major/Program]. I am writing to formally request a transfer to Xi'an Jiaotong-Liverpool University for the [upcoming academic semester/year].

I have always been impressed by XJTLU's innovative approach to education and its commitment to offering a diverse and international academic environment. After careful consideration and research, I believe that transferring to XJTLU will provide me with the opportunity to [briefly explain your reasons for transferring, such as specific programs, faculty, or experiences that attract you to XJTLU].

My academic performance has been [briefly mention your academic achievements and GPA if relevant]. I have also been actively involved in [mention any extracurricular activities, volunteer work, or relevant experiences].

I have enclosed my official transcripts, letters of recommendation, and any other required documents to support my application for transfer. I would greatly appreciate your consideration of my request, and I am looking forward to the possibility of contributing to and growing within the XJTLU community.

Thank you for your time and attention. I hope to hear from you soon regarding the next steps in the transfer process.

Sincerely,

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