

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

Office of Admissions
Xuan University

[University Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally apply for a transfer to Xuan University for the [specific term, e.g., Fall 2024] semester. I am currently a student at [Current University Name] majoring in [Current Major] and would like to pursue [Intended Major] at Xuan University.

[Paragraph 1: Introduce yourself and explain your reasons for transferring. Include any relevant experiences or goals that align with Xuan University's programs.]

[Paragraph 2: Discuss your academic achievements and extracurricular activities at your current institution. Mention specific skills or experiences that you will bring to Xuan University.]

[Paragraph 3: Share why you are specifically interested in Xuan University, including faculty, programs, or campus culture that attract you. Explain how this aligns with your academic and career goals.]

Thank you for considering my application. I look forward to the opportunity to contribute to the vibrant community at Xuan University.

Sincerely,
[Your Name]