

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

[Recipient's Name]
[Title/Position]
[University Name]
[Department/Office]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Request for Credit Transfer

I hope this letter finds you well. My name is [Your Name] and I am currently a student at [Your Current University Name], pursuing a degree in [Your Degree Program]. I am writing to formally request the transfer of credits earned from [Previous Institution Name] during the [Term/Year] for the following courses:

1. [Course Title 1] - [Number of Credits]
2. [Course Title 2] - [Number of Credits]
3. [Course Title 3] - [Number of Credits]

Attached to this letter, you will find the relevant course descriptions, syllabi, and official transcripts to support my request. I believe that these courses align closely with the curriculum outlined by [Your University Name] and will assist me in fulfilling my degree requirements. I appreciate your consideration of my request and am happy to provide any additional information needed. I look forward to your response.

Thank you for your time and assistance.

Sincerely,

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