

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[College/University Name]  
[College Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally apply for a transfer to [College/University Name] for the [desired semester/year]. Currently, I am a student at [Current College/University Name], studying [Your Major], and I am eager to continue my education at your esteemed institution.

[Paragraph discussing reasons for transfer, including specific programs, campus culture, or academic opportunities that attract you to the new institution.]

While at [Current College/University Name], I have maintained a GPA of [Your GPA] and have been involved in [mention any relevant extracurricular activities, leadership roles, or accomplishments]. I believe that my experiences have prepared me well for the challenges and opportunities at [College/University Name].

I am excited about the possibility of joining [College/University Name] and contributing to the campus community. Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,  
[Your Name]