

# Letter of Intent for Academic Transfer Request

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

[Date]

[Recipient Name]  
[Recipient Title]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my intent to request a transfer from [Current Institution] to [Desired Institution]. I am currently enrolled in [Current Program/Major] and have been a student since [Start Date]. After careful consideration, I believe that a transfer to your esteemed institution will better align with my academic and career goals.

My main reasons for seeking this transfer include [Briefly state your reasons, e.g., program alignment, personal circumstances, etc.]. I am particularly drawn to [Desired Institution] because of [Mention specific programs, faculty, resources, etc. that attract you].

Throughout my time at [Current Institution], I have maintained a GPA of [Your GPA] and have been actively involved in [Mention any relevant activities or organizations]. I am confident that my academic record and experiences will allow me to contribute positively to the [Desired Program/Department] at [Desired Institution].

Thank you for considering my transfer request. I look forward to the opportunity to discuss my application and how I can contribute to the [Desired Institution] community. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]