

# Course Transfer Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I am writing to formally request a transfer from the Association Learning and Development Course I am currently enrolled in to a different program due to [reason for transfer, e.g., scheduling conflicts, personal circumstances, etc.].

Having greatly valued the opportunities provided through this course, I believe that the [New Course Name] will better align with my learning objectives and career goals. I have researched the new program and am excited about the potential it holds for my professional growth.

Thank you for considering my request. I appreciate your understanding and look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]