

Academic Transfer Request Letter

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an academic transfer to [Target Program/Department] for the upcoming academic term. As a part-time student currently enrolled in [Current Program/Department], I have found that my academic interests and career goals align more closely with the offerings of [Target Program/Department].

Over the past [duration of study], I have gained valuable insights and skills in my current program, but I feel that the courses and resources available in [Target Program/Department] would better equip me for my future endeavors. I am particularly interested in [specific courses or opportunities in the target program], which I believe are critical for my professional development.

I understand that there are several criteria to be considered for transfer, and I am eager to discuss how my academic background and experiences align with the expectations of the [Target Program/Department]. I am committed to meeting any required prerequisites and am ready to provide any necessary documentation to support my request.

Thank you for considering my request. I look forward to the opportunity to discuss my transfer application and any steps I need to take. I appreciate your time and assistance in this matter.

Sincerely,

[Your Name]
[Your Student ID Number]