Request for Course Transfer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a transfer from my current course of [Current Course Name] to [Desired Course Name]. I am a [Your Year, e.g., sophomore] currently enrolled at [University Name]. I believe that this transfer will better align with my academic goals and career aspirations.

Over the past [duration], I have enjoyed my time in [Current Course Name], but I have come to realize that my interests and professional objectives are more closely connected to [Desired Course Name]. After thorough research and discussions with faculty members, I am convinced that this program will provide the necessary skills and knowledge for my future endeavors.

I would greatly appreciate your consideration of my request. I am happy to provide any additional information or documentation needed to facilitate this process. Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Student ID]