

# License Transfer Request for Academic Credentials

Date: [Insert Date]

To,  
[Recipient's Name]  
[Position]  
[Institution/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Subject: Request for License Transfer of Academic Credentials

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my academic credentials from [Current Institution/Organization Name] to [New Institution/Organization Name]. My name is [Your Name], and I was enrolled in the [specific program/degree] from [start date] to [end date].

In light of my recent decision to pursue further studies at [New Institution/Organization Name], I kindly ask for your assistance in facilitating the transfer of my academic credentials, including my transcripts and any relevant certifications.

I appreciate your prompt attention to this matter and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your understanding and support.

Sincerely,  
[Your Name]  
[Your Address Line 1]  
[Your Address Line 2]  
[City, State, Zip Code]