

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[University Name]

[University Address]

[City, State, Zip Code]

Subject: Application for Transfer to Graduate Program

Dear [Recipient Name],

I am writing to formally request a transfer from [Current University Name] to [Target University Name] for the [Specific Graduate Program] starting in [Semester/Year]. I am currently pursuing [Your Current Program] and have completed [Number of Credits/Years] towards my degree.

After careful consideration, I believe that transferring to [Target University Name] will provide me with the advanced knowledge and research opportunities necessary to further my academic and professional goals. I am particularly impressed by [mention specific faculty, research facilities, or programs] at [Target University Name].

Please find attached my academic transcripts, letters of recommendation, and any other required documents for your review. I am eager to contribute to and learn from your esteemed program.

Thank you for considering my application. I look forward to the opportunity to discuss my transfer in further detail.

Sincerely,

[Your Name]