

University Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[University's Name]

[University's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a transfer from [Current University Name] to [Desired University Name] due to personal circumstances that have significantly impacted my ability to continue my education at my current institution.

Due to [brief explanation of personal circumstances, e.g., family issues, health concerns, etc.], I believe that transferring to [Desired University Name] will provide me with the support and resources necessary to succeed academically and personally. I have thoroughly researched [Desired University Name] and am confident that it aligns with my educational goals.

I appreciate your understanding and consideration of my situation, and I would be grateful for any guidance you could provide regarding the transfer process. Thank you very much for your attention to this matter.

Sincerely,

[Your Name]