

University Transfer Inquiry Letter

Date: [Insert Date]

[Recipient Name]

[Department Name]

[University Name]

[University Address]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name] and I am currently a [Your Current Year, e.g., sophomore] majoring in [Your Current Major] at [Your Current University]. I am writing to inquire about the possibility of transferring to [Target University] to pursue a major in [Specific Major].

I have developed a strong interest in [Specific Major] due to [brief explanation of your interest and any relevant experiences]. I believe that [Target University] offers unique opportunities and resources that align with my career goals.

I would appreciate any information you could provide regarding the transfer process, eligibility requirements, and the specific curriculum for the [Specific Major]. Additionally, I am interested to know about any application deadlines I should be aware of.

Thank you very much for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Current University]