

Transfer Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Admissions Office

[Target University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally request a transfer to [Target University Name] for my undergraduate studies, effective [desired start date]. I am currently a [Your Current Year, e.g., sophomore] majoring in [Your Current Major] at [Current University Name].

Due to [brief explanation of the reason for transfer, e.g., personal reasons, academic opportunities], I believe that [Target University Name] offers the environment and programs that will best support my academic and career goals.

I have attached copies of my academic transcripts, letters of recommendation, and any other necessary documents to support my application. I appreciate your consideration of my request and hope to contribute positively to your academic community.

Thank you for considering my transfer application. I look forward to your response.

Sincerely,

[Your Name]