

# Early Graduation Inquiry for Transfer Students

Date: [Insert Date]

To: [Recipient's Name]

[School's Name]

[School's Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a transfer student in the [Your Current Program] at [School's Name]. I am writing to inquire about the possibility of early graduation.

Having reviewed my academic progress and credits transferred from my previous institution, I believe I may be eligible for early graduation. I am eager to explore this option as it aligns with my academic and career goals.

Could you please provide me with information regarding the requirements and procedures for early graduation? Additionally, I would appreciate guidance on how this might affect my current standing and any necessary steps I should take.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]