

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Admissions Office  
University Name  
University Address  
City, State, Zip Code

Dear Admissions Committee,

I am writing to formally appeal for a transfer from my current academic department to the Department of [Desired Department]. I am currently enrolled in the [Current Department] and have greatly appreciated my time and education thus far. However, after deep reflection on my academic and career goals, I believe that a switch to [Desired Department] would better align with my aspirations.

Furthermore, I have taken [Relevant Courses or Experiences] that have solidified my interest in [Desired Department]. I am eager to contribute positively to the community within [Desired Department] and make the most of the opportunities available.

I kindly ask the committee to consider my request to switch departments. I am more than willing to discuss this further and provide any additional information that may help in the decision-making process.

Thank you for your time and consideration.

Sincerely,  
[Your Name]  
[Student ID Number]