

Petition for Academic Program Transfer

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Office of Academic Affairs

[University Name]
[Department/Office Address]
City, State, Zip Code

Dear [Recipient's Name or Academic Advisor],

I am writing to formally petition for a transfer from [Current Program] to [Desired Program] at [University Name]. After careful consideration and discussion with my academic advisor, I believe that this change will better align with my career goals and academic interests.

Throughout my current program, I have appreciated the learning opportunities, but I have realized that my true passion lies in [Explain Your Reasons]. I am confident that the [Desired Program] will provide me with the skills and knowledge necessary to pursue my career aspirations.

I have reviewed the curriculum and believe that my previous coursework and experience will be beneficial in the [Desired Program]. I am committed to maintaining my academic performance and contributing positively to the program.

I kindly request your consideration of my petition. I am happy to provide any additional information necessary and am looking forward to discussing this matter further.

Thank you for your time and attention.

Sincerely,

[Your Name]
[Student ID (if applicable)]