

Request for Academic Department Transfer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a transfer from [Current Department Name] to [Desired Department Name] for the [Specify Semester/Year]. I am currently enrolled in [Your Current Program] and am keen to pursue [Reason for Transfer, e.g., specific interests, career goals].

During my time in [Current Department Name], I have gained valuable knowledge and skills but have realized that my academic and career interests align more closely with the offerings of [Desired Department Name]. I believe that by transferring, I will be able to maximize my potential and contribute positively to the department.

I appreciate your consideration of my request. I am happy to provide any additional information or documentation required to facilitate this process. Thank you for your attention to this matter, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID Number]