

Student Records Transfer Request

Date: [Insert Date]

[Receiving Institution Name]

[Receiving Institution Address]

[City, State, Zip Code]

Dear Admissions Office,

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request the transfer of my student records to your institution as part of my application for admission to [College/University Name].

I have recently completed my studies at [Previous Institution Name], and I believe that my academic records are essential for your evaluation of my admission application. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Previous Institution: [Previous Institution Name]
- Student ID (if applicable): [Your Student ID]

Please send my official academic records, including transcripts and any other relevant documents, to the address listed above at your earliest convenience. I appreciate your assistance in this matter and look forward to the opportunity to continue my education at [College/University Name].

Thank you for your attention to this request. If you need any further information or documents from my side, please do not hesitate to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]

[Your Email Address]