

Student Records Transfer Request

Date: [Insert Date]

To: [Insert Name of Receiving Institution]

Address: [Insert Address of Receiving Institution]

Dear [Insert Name of Recipient],

I hope this message finds you well. My name is [Your Name], and I am an international student currently enrolled at [Your Current Institution]. I am writing to formally request the transfer of my student records to [Receiving Institution's Name] as I plan to continue my studies there.

Details of my enrollment are as follows:

- Student ID: [Your Student ID]
- Program of Study: [Your Program]
- Current Address: [Your Address]
- Email: [Your Email]
- Phone: [Your Phone Number]

In compliance with your institution's requirements, I have attached the necessary documents to facilitate this transfer. I would appreciate your prompt attention to this request, as it is vital for my academic progress.

Thank you for your cooperation. Please feel free to contact me at [Your Email] or [Your Phone Number] should you need any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]