

Transfer Credit Appeal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admissions Office/Registrar's Name]

[University Name]

[University Address]

[City, State, Zip Code]

Subject: Appeal for Transfer Credit Decision

Dear [Admissions Office/Registrar's Name],

I hope this letter finds you well. I am writing to formally appeal the recent decision regarding the transfer credits from my previous institution, [Previous Institution Name]. My student ID is [Your Student ID].

After reviewing the decision, I believe there may have been some misunderstandings regarding the courses I completed. I have attached the syllabus and official transcripts for your reference. The course [Course Name] aligns closely with the course requirements at [University Name], and I am confident that my prior coursework meets the criteria for transfer credits.

I would greatly appreciate it if you could reconsider my appeal. If necessary, I would be more than willing to meet and discuss this matter further.

Thank you for your time and consideration.

Sincerely,

[Your Name]