

Follow-Up on Transfer Credit Status

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Title/Department]

[University/College Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the status of my transfer credit evaluation submitted on [Insert Submission Date]. I wanted to check if there have been any updates regarding the review process, as this information is crucial for my upcoming semester planning.

Thank you for your assistance in this matter. I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Student ID]