

Transfer Credit Discussion Introduction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Current Year, e.g., sophomore] student at [Your Current Institution Name]. I am writing to discuss the possibility of transferring credits from my previous coursework at [Previous Institution Name] to [Current Institution Name].

I believe that some of the courses I completed would fit well within my academic plan here, and I am eager to ensure that my transition is as seamless as possible. I have attached relevant syllabi and transcripts for your review and would appreciate the opportunity to discuss this matter at your earliest convenience.

Thank you for your attention to this request. I look forward to your response.

Sincerely,

[Your Name]