

Request for Transfer Credit Evaluation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[University/College Name]

Admissions Office

[University Address]

[City, State, ZIP Code]

Dear Admissions Office,

I hope this letter finds you well. I am writing to request an evaluation of my transfer credits from [Previous Institution's Name]. I am planning to transfer to [Current Institution's Name] for the [specific term, e.g., Fall 2023] semester, and I would greatly appreciate your assistance in assessing which of my previously earned credits may be applicable towards my degree program.

Enclosed are my official transcripts, syllabi, and course descriptions for the courses I have completed. My student ID number is [Your Student ID Number]. I believe that the transfer of my credits will support my academic progress and help me achieve my educational goals.

Thank you for considering my request. Please let me know if you need any additional information or documentation to facilitate this process. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]