

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my documentation for transfer credit evaluation. I am currently a student at [Your Current Institution] and would like to have my previously completed courses evaluated for transfer to [Target Institution].

Enclosed with this letter are the following documents:

- Official Transcripts from [Previous Institution]
- Course syllabi for the applicable courses
- Any relevant course descriptions

Please let me know if any further information or additional documentation is required to process my request. Thank you for considering my submission. I look forward to your response.

Sincerely,

[Your Name]