

# Degree Audit Update Request for Transfer Credits

Date: [Insert Date]

To: [Advisor's Name]

Department of [Department Name]

[University Name]

[University Address]

Email: [Advisor's Email]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to request an update to my degree audit regarding the transfer credits from [Previous Institution Name] that I completed during the [Insert Semester/Year].

The courses I completed are as follows:

- [Course Code and Title] - [Credits Earned]
- [Course Code and Title] - [Credits Earned]
- [Course Code and Title] - [Credits Earned]

I have attached the official transcripts and course descriptions for your review. I believe these credits will contribute towards my [Specify Program or Degree] and appreciate your assistance in updating my degree audit accordingly.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Email]

[Your Phone Number]