

Inquiry for Transfer Advising

Date: [Insert Date]

To: [Advising Office Name]

Community College: [Insert College Name]

Address: [Insert College Address]

Dear [Advising Office/Advisor's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a student at [Your Current Institution] pursuing a [Your Major] degree. I am considering transferring to [Target Community College] to further my education and would like to inquire about the transfer advising process.

Specifically, I am interested in understanding:

- The requirements needed for a successful transfer.
- The deadlines I should be aware of.
- Any resources or support available for prospective transfer students.

Your guidance would be incredibly helpful as I navigate this transition. I would appreciate the opportunity to schedule an appointment or receive any materials that outline the transfer process.

Thank you for your assistance. I look forward to your reply.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID, if applicable]