

Letter of Intent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Admissions Office

[Community College Name]

[College Address]

[City, State, Zip Code]

Subject: Intent to Seek Transfer Advising

Dear Admissions Office,

I am writing to express my intent to seek transfer advising as I plan to transfer from [Current Institution Name] to [Community College Name]. I am currently pursuing a degree in [Current Major] and have developed a strong interest in [Desired Program/Major at Community College].

As I prepare for my transition, I would appreciate any guidance you can provide regarding the transfer process, program prerequisites, and available resources. I am eager to discuss how my academic background aligns with the offerings at [Community College Name].

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

Sincerely,

[Your Name]