

Request for Community College Transfer Advising

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Admissions Office

[Community College Name]

[College Address]

[City, State, Zip Code]

Dear Admissions Office,

I hope this message finds you well. My name is [Your Name], and I am currently a student at [Your Current College/University Name]. I am writing to request an appointment for transfer advising to discuss my potential transfer to [Desired Community College Name].

As I prepare for this transition, I would greatly appreciate your guidance on the required steps, including information about program offerings, transfer credit evaluations, and any important deadlines.

Thank you for considering my request. I look forward to your response and am eager to gain insights into the transfer process.

Best regards,

[Your Name]