

Academic Credit Transfer Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University/College Name]

[Department/Office of Admissions]

[Address]

[City, State, Zip Code]

Dear Admissions Office,

I hope this message finds you well. My name is [Your Name], and I am a prospective student interested in applying to [University/College Name] for the [specific program or degree] program for the upcoming [semester/year].

I am writing to inquire about the process for transferring academic credits from my previous institution, [Previous Institution Name]. I have completed [number of credits or courses] and am eager to understand how these credits may be applicable towards my studies at [University/College Name].

Could you please provide me with the necessary information regarding:

- The requirements for credit transfer
- The documentation needed for evaluation
- Deadlines for submitting transfer credit requests
- Any other relevant details that may assist in my application process

Sincerely,

[Your Name]