

Credit Transfer Appeal

Date: [Insert Date]

Admissions Office
[University Name]
[University Address]
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I hope this message finds you well. My name is [Your Name], and I am a current student in the [Your Program] program, with the student ID number [Your Student ID]. I am writing to formally appeal the decision regarding my request for credit transfer from [Previous Institution Name] for the course [Course Name].

After carefully reviewing the decision, I believe that my previous coursework is equivalent to the curriculum and learning outcomes of the courses offered at [University Name]. The course I completed covered [Provide brief details of course content and outcomes], which aligns closely with [University Course Name].

Furthermore, I have included supporting documentation, such as syllabi and course descriptions, to demonstrate the course's relevance and rigor. I am committed to my academic success, and I believe that this transfer would greatly benefit my educational journey.

I kindly ask you to reconsider my application for the credit transfer. I appreciate your time and consideration in reviewing my appeal, and I look forward to your positive response.

Thank you very much for your attention to this matter.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Degree Program]