

Letter of Explanation for Credit Transfer Eligibility

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title/Position]

[University/College Name]

[Department]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally explain my eligibility for credit transfer from the [Specific Program Name] at [Previous Institution Name] to [Target Program Name] at [Current Institution Name]. I believe that the courses I completed align closely with the curriculum requirements of the program to which I am applying.

During my time at [Previous Institution Name], I successfully completed the following courses, which I believe should qualify for credit transfer:

- [Course Title 1] - [Credits Earned]
- [Course Title 2] - [Credits Earned]
- [Course Title 3] - [Credits Earned]

These courses provided me with foundational knowledge and skills relevant to [Target Program Name]. I have attached syllabi and any additional documentation that outlines the course content, learning outcomes, and alignment with your program requirements.

I appreciate your time and consideration in reviewing my request for credit transfer. I believe that my previous academic experiences will greatly contribute to my success in [Target Program Name]. I look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]