

Follow-Up on Credit Transfer Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the credit transfer request I submitted on [Submission Date]. As I have not yet received a response, I would like to inquire about the status of my application.

Understanding the busy nature of your department, I appreciate any updates you could provide regarding the progress of my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]