

Credit Transfer Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient's Name],

I am writing to formally request the transfer of academic credits from [Previous Institution Name] to [Current Institution Name]. I am currently enrolled in the [Your Program/Department] and would like to apply credits earned during my studies at [Previous Institution Name] towards my degree requirements.

Details of the credits for transfer:

- Course Title: [Course Title]
- Course Code: [Course Code]
- Credits Earned: [Number of Credits]
- Grade Achieved: [Grade]

Attached to this letter are the necessary documents, including my transcripts and course descriptions, to facilitate your review of my request.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]
[Student ID Number]