

# Request for Evaluation of Transfer Credits

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an evaluation of my transfer credits from [Previous Institution Name] to [Current Institution Name]. I am currently enrolled in [Your Program/Department] and am eager to ensure that my previous coursework is accurately reflected in my academic record.

Attached to this letter, you will find the necessary documentation including my transcripts and course syllabi for the classes I wish to have evaluated.

I appreciate your attention to this matter and look forward to your prompt response. If you require any further information or documentation, please feel free to reach out to me at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]